

MURTHY GEDALA PLLC

FINANCIAL POLICY ACKNOWLEDGMENT

We are committed to providing you the best available medical care. Your clear understanding of our Financial Policy will enhance our professional relationship. To avoid any misunderstandings and ensure timely payment for services, it is important that you understand your financial responsibilities with respect to your health care.

All new patients must complete our Patient Information Packet before seeing the doctor.

• **Insurance**

You are responsible for timely payment of your account. Insurance is a contract between you and your insurance company. We are NOT a party to this contract, nor can we become involved in disputes between you and your insurer regarding deductibles, co-payments, covered charges, secondary insurance, “usual and customary” charges, etc. We cannot be held responsible to know every plan and every payment that will be made. Our involvement will be limited to supplying factual information to facilitate claim processing. You are responsible for understanding the limitations of your insurance policy, including:

- If a referral or authorization is necessary for office visits. (If it is required and you do not have the appropriate referral or authorization, you may be billed as an uninsured patient).
- If your policy requires written authorization from your Primary Care Physician (PCP), we will request authorization, in advance, for established patients. This is done as a courtesy for our patients; however, we cannot guarantee authorization will be granted. Please keep in touch with your physician to ensure your visit is pre-authorized, to avoid having to make payment in full.
- Any co-payment, coinsurance or deductible that may apply.

• **HMO and PPO**

Co-payments and deductibles must be made at the time of your visit, when applicable.

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- **Medicare**

We are participating Medicare providers, thus we accept assignment of payment for your claims. We are required by Medicare to file your claims for you. Medicare will pay us directly and provide you with an EOB (Explanation of Benefits) detailing allowances, payments, and/or denials.

- **Card-on-File Process**

You may be requested to provide a credit card when you check-in for your visit. The information will be held securely until your insurance has paid their share and notified us of any additional amount owed by you. At that time, we will notify you that your outstanding balance will be charged to your credit card five (5) days from the date of the notice. You may call our office if you have a question about your balance. We will send you a receipt for the charge.

- **Your Responsibilities**

Outstanding Balances: After your visit, we will send you a statement for any outstanding balances. We send out statements when the balance becomes the patient's responsibility.

All outstanding balances are due on receipt. If you come for another visit and have an outstanding balance, we will request payment for both the new visit and your outstanding balance.

We may add a finance charge of 1.33% of your outstanding account balance every month if you do not pay your account in full.

If you have an outstanding balance for more than ninety (90) days, you may be referred to an outside collection agency and charged a collection fee of 23% of the balance owed, or whatever amount is permitted by applicable state law, in addition to the balance owned. In addition, if you have unpaid delinquent accounts, we may discharge you as a patient and/or you may not be allowed to schedule any additional services unless special arrangements have been made.

I have read and acknowledge the Financial Policy as set forth by MURTHY GEDALA PLLC. Thank you for your review and acceptance of this policy.

Signature: _____

Date: _____

Patient Name (or responsible party) (Please Print): _____