

# BILLING POLICIES

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Please be sure to contact your insurance company for specific benefit information. Although the practitioners may participate with your insurance company, some services may not be covered. Please call your insurance company to verify your benefits. Be sure to verify if your policy allows coverage for services provided by Independent Nurse Practitioners (NP). Your services will be billed under the NP.

- Be sure to give your insurance company the name of the provider you will be seeing. Each of the practitioners at the Women to Women Healthcare Center are credentialed independently.
- Please direct any coverage, benefit or participation questions directly to your insurance company.
- It is your responsibility to obtain a referral if your health plan requires one.
- We will submit your claim for you. Co-payments are due at the time of service.
- Services denied as not covered by your insurance company are your responsibility.

Payment in full is due on each statement. If payment in full can not be made, please contact our billing service, The Billing Department, LLC, at 1-877-270-7191 x1, to discuss payment options. It is important to us that we work with you to ensure continuity of care.

**Patient balances are payable within 30 days of original invoicing. If the patient account balance is still outstanding after 90 days, the account will be submitted to our collection agency. The patient will be responsible for a collection fee of \$100.00 and any attorney fees if incurred.**

Who is responsible for this account?		
<b>May we discuss your account with the Responsible Party listed below? (Please circle one):</b>		
	<b>YES</b>	<b>NO</b>
_____	_____	_____
Name of Responsible Party	Social Security Number	Relationship
_____		
Address / City / State / Zip		

It is your responsibility to keep us informed of any changes in your insurance coverage. Most plans have a filing limit, so any delay in the submission of claims may result in the denial of a claim. A delay caused by lack of information will be billable to you.

We accept cash, VISA, MasterCard, Discover, American Express and personal checks.

If we receive a **returned check** from our bank for a payment you made, you will be invoiced for the original amount of the check plus a \$50 bank fee. The payment of the invoiced amount will be due within 30 days of invoice date. We will not re-submit the original check, nor will we accept another check for the re-payment. Payment may be made by credit card, money order or cashier's check.

**We require 2 business days for a cancellation. If you cancel an appointment less than 2 business days ahead of time, a \$50 cancellation fee will be incurred. A message may be left with the answering service if you call after hours to cancel your appointment.**

I acknowledge awareness of the billing policies of the Women to Women Healthcare Center and agree to their terms. I agree to be financially responsible for services provided to me today and in the future at the Women to Women Healthcare Center.

\_\_\_\_\_  
Signature of patient or responsible party  
Rev: January 9, 2012

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Date