



We would like to thank you for choosing TexomaCare for your health care needs. Whether you come to us by referral of another physician, by direction of your insurance company, or like many others, by the referral of a friend or relative, we will strive to provide to you the most complete and up-to-date care possible. Below, you will find our office policy regarding payment contracts, insurance filing, co-pays and collections. We hope this information will be helpful and will prevent any misunderstanding in the future. Please don't hesitate to ask any questions which may arise regarding our practice.

- ! *All patients complete a "Patient Information/History Form" before being seen the first time. A current and valid insurance card should be presented at the time of your first appointment.*
- ! *All fees are due at the time of service unless prior arrangements have been made with the Business Office. Payment arrangements are to be made prior to your appointment time. We will be happy to file your insurance for you, if you will provide us with a valid ID card.*
- ! *We accept three methods of payment: Credit card, Cash or Check. Should your check be returned to us unpaid, there will be a \$25.00 service fee charged to your account.*
- ! *At anytime during your care with us, we ask that you please notify the "check-in" personnel of any changes in your personal information: Insurance, Address, Telephone numbers, Employment, etc. Periodically you will be asked to complete an updated information form for your file.*

**Managed Care Insurance:**

If we are participants of your plan, we will be happy to file your charges for you. Your co-payment, however is due at the time of your appointment.

A current active insurance ID card is required for each visit in which you wish to have us bill your insurance.

**Medicare Recipients:**

TexomaCare is a participating provider. We will file all charges for you, as well as any supplemental policies you have. Please bring your ID cards with you.

**Account Delinquency:**

All balances are the responsibility of the patient. If your insurance has not paid, this becomes your responsibility. Accounts become delinquent after 60 days. Our financial counselors can set up a budget plan for payment of larger balances. We ask that if you are not able to pay your balance in full within the 60 day period, to contact the Business Office. If we do not have a budget plan established for your account, collection proceedings will be initiated. Failure to take care of your financial responsibilities could jeopardize your relationship with this clinic. All collection accounts must be paid in full before future care in this office will be permitted.

We are pleased to have the opportunity to serve you, and will do our best to file your claim in a timely and professional manner. If you have any questions regarding our billing and collection practices, please ask. Again, thank you for allowing us to serve you.

Patient Signature: \_\_\_\_\_

Date: \_\_\_\_\_