

## SAN JUAN HEALTHCARE BILLING AND FINANCIAL POLICY

1. **Insurance co-payments must be paid on the day of service.**
2. **If you do not have health insurance a \$50 minimum payment is due at time of service.** We offer a 15% discount when provider services are paid in full on the day of the visit. Discount does not apply to lab services.
3. **Please present your insurance card for verification at every visit.**
4. **You are responsible for any balances after insurance is processed.** If you have Insurance, the contract is between you and your insurance company.
5. **Automated Health Services of Bellingham (AHS) processes our billing.** If you have any questions about your account, please contact them at 1-888-729-7202. You may also pay your bill by phone, mail or in person with check, cash, VISA or MASTERCARD at the Friday Harbor Location.
6. **Know your insurance benefits.** What is covered – what is not. Time frame = annual, 24 months? We will make every effort to code and bill your insurer properly. We are unable to change billing codes and diagnoses after they are submitted; to do so is considered fraud. You are responsible for any services provided that are rejected as a non-covered service by your insurer.
7. **There is a \$35.00 check return fee.**
8. **Past due accounts will be referred for collection at our discretion.**
9. **There is a \$50.00 NO SHOW FEE if we are not notified within 24 hours of a cancellation.** If you have Medicare or Medicaid insurance, you will owe this fee, not your insurance provider.

**Release of benefits and information:** I authorize my insurance benefits to be paid directly to my health care provider. I am financially responsible for non-covered services. I also give permission for release of information required to process the claim. I accept the billing policies as explained above and agree that I am responsible for any balances due.

Name of Patient: \_\_\_\_\_

Name of Guarantor: \_\_\_\_\_ Relationship: \_\_\_\_\_

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