Austin Primary Care Physicians & 2017 Patient’s financial responsibility Policies

Any applicable deductibles, co-insurance or co-payments are due at the time of service rendered as part of your insurance contract.

**Uninsured Patients**- Austin Primary Care Physicians offers a prompt pay discount to uninsured patients. **Payments must be made at the time of services are rendered for discount to apply.**

**Patients Responsibility**- Austin Primary Care Physicians can submit the claim of your visit on your behalf but it is your responsibility as a patient to keep your file with us updated. Any claims that are denied or unprocessed due to lack of update information will be patients’ responsibility.

- Insurance card (scan every year) & Bring with you every visit
- Address
- Phone number

**Office Policies**-
We must be able to verify eligibility before services are rendered. If patient’s insurance is not able to be verified due to ineligibility or a failing insurance system the patient can do the following:

- Keep appointment and sign a waiver of responsibility
- Reschedule until insurance is verifiable or eligible
- If patient holds an HMO plan-Our provider must be selected as the primary care physician before we can actually render services.

**Prompt Payment**-
In order for Austin Primary Care Physicians to keep negotiating and accepting the majority of insurance available to our patients and consumers in general; we are responsible for collecting deductibles and coinsurances from patients as part of the services rendered at time of services.

- There is a $10 fee charge if Copays are not paid at the time of the visit
- There is a $30 fee for returned checks, which must be settled promptly with a credit card or cash only.
- If there are two or more instances of returned checks, all future payments must be paid via cash or credit card.
- A $25.00 late cancellation/reschedule fee will be assessed for failure to provide any notice of cancellations for any provider appointment, ultrasound testing or procedure done in our office within 24 hours. A $50.00 No Show fee will be assessed for failure to show up to a scheduled appointment.

Austin Primary Care Physicians offers payment plans and assistances in some cases. Please let us how we can help you!

*Please go to our website for latest updates on our financial policies at [www.austinprimarycare.com](http://www.austinprimarycare.com)*

I have read and understand the Office Policy of Austin Primary Care Physicians as stated above and I understand I am responsible for any financial responsibility after insurance has been processed or if I fail to provide the office with updated information at time of service.

(Signature of patient/Legal Guardian)       (Printed Name)       (Date)