



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 render 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 render 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

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)