SimplyCare Ph: 615-288-4087

151 Adams Lane, Ste 13 Fax: 615-553-4250

Mt. Juliet, TN 37122

www.simplycare.net

# Patient Billing Agreement

**Medical Services Billing–**If we are in-network for your insurance we will submit the charges directly to your primary insurance if you sign this form. We will only submit secondary insurance for you if you provide us with the secondary information. After your insurance(s) completes payment to us you are responsible for payment of any allowable remaining patient balance. If we know at the time of your visit that there will likely be charges for tests or procedures that are not normally paid by your insurance you will be asked to sign a release form (ABN) acknowledging your responsibility for payment of these services should your insurance not pay for them.

**Co-pays** –These are always collected at the check-in desk before you see the Doctor. The amount is usually listed on your insurance card.

**Deductibles** – if your insurance has an office visit deductible you are required to pay the estimated deductible in full up to $100 at the time of the visit. If it is more than that you will be billed for any remaining patient balance after your insurance processes the claim.

**Self-Pay Visits**- You must pay a deposit in advance at the check-in desk based on the visit complexity. This can be cash, blank signed check, or leave Credit card.

**After your visit at check-out time you can**:

1. Pay the estimated total charges (less the deposit) for services and tests done during the visit, or

2. Sign a Payment Agreement stating you will have the balance paid in full within 30 days or before your next visit, whichever comes first. You will be billed monthly.

**Billing Process** –

* Once we have received the final payment statement from your insurance, or right away if you are self-pay, we will mail you a bill requesting the remaining patient amount.
* You will receive a second bill 30 days later. If you know you are unable to make payment in full before 60 days you may call our billing department and make installment payment arrangements to avoid having your account go to the collection agency.
* If your account is not paid 30 days after we send you the second statement your account will be turned over to our collection agency without further notice from us.
* Once turned over to our collection agency, you will be responsible for paying the amount you owe us as well as any agency fees, legal/attorney fees, and court costs-which we don’t control.

**Other Billing Rules**:

**Auto Accident Patients**- If you are being seen for an Auto Accident you must bring in the information needed such as Claim Number, Date of Accident, Case Worker, Phone number and address of where to send claims. If you do not have this you will be billed as a “Self Pay” patient due to your regular insurance will not cover auto accidents.

**Workers Compensation Visits-** If you are being seen under a Workers Compensation claim you must have a completed injury form from your employer for billing and reporting purposes prior to being seen or you will be treated as a “Self-pay” patient. We cannot bill your regular medical insurance for these claims.

**Routine Physicals and Preventive Services** - Please find out if your insurance will pay for the physical that you want. Some will pay for them and some won’t and it is your responsibility to know your benefit coverage by your insurance. You will always be required to sign an ABN for these services because many insurances do not pay for these.

**Company Physicals** - If you are coming in for a company physical make sure that your company has approved us as Providers so that we can bill them directly for services. If we have no arrangement with your company you will be required to pay in full at the time of service and we will give you a receipt to submit to your company for reimbursement.

**Payment methods accepted**: For your convenience we accept Visa, MasterCard, American Express, Discover Card, money orders, cash or personal checks with proper ID. We only take debit cards if you can run them as credit.

**Insufficient funds**- If your check is returned due to insufficient funds you will be charged a $20 fee by us in addition to whatever your bank charges you. You will receive a statement for amounts due in this case. Also, we won’t accept your checks for the next 6 months following the returned check.

**Patients in Collections**: Patients with unpaid balances in collections will not be scheduled for appointments unless approved by the Billing Dept.

Generally “Collections” balances must be paid in full before you can be seen here again.

I hereby assign SC the right to bill and receive payment from my health insurances and authorize SC to release information to them for payment and audit purposes and provide access to my records to the necessary parties to accomplish this task and acknowledge

understanding the above policies and procedures as a patient of SimplyCare (SC).

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Printed Patient Name Date

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Signature of Patient/Parent or Guardian