



Sinus Center | Hearing & Balance

## Credit and Collection Policy Statement

1. For your convenience, we accept Checks, Cash, all Credit Cards.
2. CO-PAYMENTS must be paid in full on the date of service. Co-payments are legally part of your insurance contract and cannot be waived under any circumstances unless your insurance contract stipulates there is no co-payment for services rendered on that day. Co-payments are determined and charged by your insurance company. Co-payments are traditionally charged for rechecks and are always charged for each patient seen. If you have any questions regarding when you owe a co-payment, please contact your insurance company.
3. Our office will charge a fee of \$25.00 to your account for NSF checks that are returned by the bank. After a NSF check has been returned on your account, we will request payment be made by cash or credit card only.
4. If a personal balance for a copay, coinsurance or deductible is due after insurance has responded for a date of service a statement will be sent to the responsible party. Payment in full is expected upon receipt of the first statement. DO NOT DISREGARD ANY STATEMENTS YOU RECEIVE. Our office will make every effort we can to collect a balance before sending to collection, but we need your cooperation.
5. Remember that payment arrangements can be made at any point during this process prior to the account being sent to a collection agency. However once these steps have been taken, we cannot reverse the process of collections nor the disengagement from the practice in general.

### ACKNOWLEDGEMENT OF RECEIPT OF NOTICE OF PRIVACY PRACTICE.

I HEREBY ACKNOWLEDGE THAT I HAVE BEEN GIVEN THE OPPORTUNITY TO REVIEW THIS MEDICAL PRACTICE'S NOTICE OF PRIVACY PRACTICE. I FURTHER ACKNOWLEDGE THAT A COPY OF THE CURRENT NOTICE WILL BE POSTED IN THE RECEPTION AREA AND THAT I MAY REQUEST A COPY OF ANY AMENDED NOTICE OF PRIVACY PRACTICES AT EACH APPOINTMENT.

SIGNED: \_\_\_\_\_ DATE \_\_\_\_\_  
IF NOT SIGNED BY THE PATIENT, PLEASE INDICATE YOUR RELATIONSHIP \_\_\_\_\_