



Welcome to Hirsch Pediatrics!
We are delighted to have you join our family.
Please introduce us to your family.

Acknowledgement of Receipt of Hirsch Pediatrics Financial and Office Policy

(updated 10/15/08)

Thank you for choosing Hirsch Pediatrics as your healthcare provider.

- Due to frequent changes in healthcare insurance coverage, we require that you provide proof of insurance at EACH visit. **If you do not have insurance, are unable to provide proof of insurance coverage, or are on a plan in which we do not participate, full payment is required at the time of your visit.**
- **If we are a participating provider for your insurance, all copay and coinsurance amounts are due at the time of service.** We will routinely file your insurance claim for each visit. Should there be a dispute with your insurance company we will attempt to help you resolve it. While this dispute is being resolved the balance may be transferred to your personal balance, which must be paid upon receipt of the notice or statement.
- Your insurance policy is a contractual agreement between you and your insurance company, not between this office and your insurance company. This office will file your primary insurance for you as a courtesy and assist you in filing secondary claims. **However, you will be responsible for negotiating any unpaid or disputed claims with your insurance carrier. It is your responsibility to know what services are covered under your policy.** Please present insurance cards for each child at every visit.
- **The parent or adult accompanying a minor is responsible for payment at the time of service.** In the event of a separation or divorce, Hirsch Pediatrics will hold both parents responsible for payment.
- We accept **cash, check, Visa, MasterCard, and American Express.**
- Your child's account will be assessed a \$40 fee for any **returned checks.**
- If a large bill is anticipated and financial arrangements need to be made, a payment program may be arranged with our Collections Coordinator. Failure to keep those arrangements or resolve any past due accounts will result in referral to a collections agency.
- **If your account becomes past due (more than 60 days from the date of service) we will take the necessary steps to collect this debt.** All accounts sent to the collections agency will also be reported to the credit bureaus.
- **Once an account has been sent to collections we will require cash or credit card payment on the balance prior to future visits. You will also be required to pay in full for any future visits at the time of the visit and will be refunded any payments made from your insurance company. Any family whose account is forwarded to a collections agency may be dismissed from the practice.**
- **Failure to keep a scheduled appointment as well as failure to give at least 24 hour notice for appointment cancellations** will result in a \$40 charge to the patient's account. This charge can not be billed to your insurance company and must be paid in full prior to future appointments. **Three (3) missed or late cancellation of appointments may result in dismissal from the practice.**
- **Prior to your appointment, please check the practice website (www.HirschPediatrics.com) for the most up-to-date office policies and procedures as well as for any changes to the current policies.**

By signing below, I indicate that I have reviewed the *Hirsch Pediatrics Financial Policy* and can receive a copy if requested.

Signature:

Date:
