

NOTICE OF FINANCIAL POLICY

The staff and providers of AMM Healthcare (AMM HEALTHCARE) appreciate your choosing us as your provider. A clear understanding of the practice's financial policy is an essential element to any doctor/patient relationship. It is our policy to provide the best care regardless of source of payment.

- We are happy to file your insurance as a courtesy. Please bring your most current insurance card with you for every visit. **Behavioral Mental Health is not a Medicaid provider.** Medicaid patients are required to show a current Medicaid card each time. Please be prepared to pay your copay, deductible, previous balances, and non-covered services at the time of your visit. Make sure your insurance information, address, phone number, and email are correct at every visit.
- AMM HEALTHCARE accepts Visa, MasterCard, Care Credit, personal checks or cash. AMM reserves the right to reschedule if you fail to bring appropriate payment.
- If your insurance requires pre-approval or referral for specialist visits, it is your obligation to assure that the visit/s are approved. Failure to obtain pre-approval or referral may increase the amount you have to pay or lead to the rescheduling of your appointment.
- Outstanding balances over 90 days may be turned over to an outside credit agency. AMM Healthcare reserves the right to add a collection fee.
- Self-Pay Patient - AMM HEALTHCARE accepts patients that do not have insurance coverage. Payment for office visit services is expected at the time of service. Patients will be billed for all other tests, procedures, medications, injections, etc. at the discounted rate of 25%. The self-pay discount only applies to patients without insurance coverage.
- Appointment Cancellation Policy - Failure to cancel your appointment without 24-hour notice will result in a **\$25 NO SHOW FEE, \$50.00 for Specialist.** This fee is NOT covered by your insurance.
- NSF (returned) checks - AMM HEALTHCARE charges an NSF fee for every returned check written. Multiple returned checks will result in dismissal of the patient.
- The adult accompanying the minor will be the individual responsible for payment of copays, co-insurance, deductibles, non-covered services, and non-participating insurance balances at the time of service. We do not get involved in domestic disputes over balances.
- AMM HEALTHCARE assesses a \$10.00 charge, per chart, for medical records printed for and given to an individual. Chart transfers from AMM HEALTHCARE to another provider are free of charge. Behavioral Medicine Clinic will charge \$5.00 per letter or form completion. You are responsible for payment at the time you drop off the forms for completion.
- AMM HEALTHCARE reserves the right to cancel or reschedule your appointment for unpaid balances, patient non-compliance, inappropriate behavior, or mistreatment of our staff.

Our billing office is available to answer questions regarding our financial policy or setting up a payment plan. Specific coverage issues will need to be addressed by your insurance company member services department.

I have read, understand and agree to the above financial policy:

Printed Patient Name: _____ **DOB:** _____

Patient/Parent/Legal Guardian signature **Today's Date:** _____