



POLICY ON INSURANCE, PAYMENTS AND BALANCES

To serve our patients fairly and maintain the highest level of patient care, Montgomery Colorectal Surgery has initiated the following policy.

1. We participate in the following health insurance companies:

Aetna, Carefirst, Cigna, Humana, Mamsi, Medicare and Medicaid, OneNet, Optimum Choice, NCPPO, United Healthcare.

Proof of insurance and necessary referrals must be provided at the time of visit as required by individual policies.

2. Patients who lack health insurance must pay for our services out of pocket. Please notify us of your coverage status when you make an appointment.
3. Payment plans may be arranged with those who cannot pay their fees in full at the time of service or billing at the sole discretion of the physician.
4. Patients will be advised by our billing service, MetroPractice, of any balance due after submission to available health insurance policies.
5. Following notification of a balance due, patients will have 30 days to either pay the balance in full, or contact us to arrange a payment plan.
6. If we do not receive a response or payment on the outstanding balance within 30 of the statement, we will send second bill.
7. If payment is not received within 15 days of this second statement, the patient will receive a final notice letter requesting payment in 15 days. Any balance that remains unpaid after this time will have collection fees added to the balance and will be turned over to our collection agency.

I have received a copy of this policy and have read it and understand it.

Patient Signature and Date

Witness