

## OFFICE POLICIES

- 1) Please be on time for your appointment. Being late or last minute cancellations will cause severe scheduling disruptions, which can interfere with the quality of care you and other patients receive.
- 2) Please do not wear strong perfumes or colognes. We see many patients with allergies or respiratory problems. Strong scents can impair their progress.
- 3) Continued cancellations or missed appointments may result in being released from care. If you need to reschedule an appointment, please call within 24 hours of your scheduled appointment.
- 4) Children are welcome here as patients. If you bring children with you, you are responsible for their actions at all times. Our staff will assist you with your well-behaved children.
- 5) If you need to spend extra time discussing your health concerns with your doctor, please let us know so we can schedule your next appointment accordingly.
- 6) Please notify your doctor of any changes in your health status, regardless of the significance.

## FINANCIAL POLICIES

- 1) We accept the following forms of payment: cash, personal checks, Visa and MasterCard.
- 2) Payment is expected at the time of service.
- 3) We will bill your insurance company for your chiropractic and massage therapy as a courtesy.
- 4) An insurance contract is between the patient and their insurance company. Your insurance company determines benefits when bills are received. Any statement made by us regarding your coverage does not guarantee benefits.
- 5) Insurance coverage is never guarantee of payment. If there are any problems between the insurance company and you, the latter may file a grievance directly with your insurance company. You are always responsible for your account balance.
- 6) Medicare will **not** cover the initial exam or x-rays performed by a Chiropractor. Patients with a secondary to Medicare must check with their secondary insurance to verify whether they will cover the initial exam and x-ray. Your secondary insurance might follow only what Medicare allows. These charges are ultimately your responsibility. Medicare has a yearly deductible and If your deductible has not been satisfied and treatment is rendered at our office, you are responsible for all charges until it is met. After your deductible has been met you will be charged a co-insurance based on your visit. A secondary insurance may cover this charge.
- 7) Your signature on our patient intake form assigns us the ability to collect from your insurance company for the benefits owed for the rendered services and authorizes us to release medical records necessary to process claims.
- 8) The office manager may approve account balances. Active monthly payments are required. Accounts with balances 30 days past due may be charged a monthly \$4.00 finance fee.
- 9) Any accounts where no payments are received for sixty days may be sent to a third party collection agency. Any additional collection fees will be the responsibility of the patient. NSF checks will be charged a service fee of \$40 per occurrence.
- 10) We do offer a time of service discount when services are paid in full at the time of the visit. This discounted amount will be passed on to your insurance company.
- 11) In some cases we may have a contract with your insurance company governing how we handle your account. This contract may prevent us from offering you our time of service discount.
- 12) Please feel free to ask us any financial questions you may have. Our intent is to provide you with the highest level of service as well as care.

### **Adams Chiropractic INC P.S.**

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