

## FINANCIAL POLICY

Thank you for choosing VSAS Orthopaedics. Our physicians and office staff strive to deliver the highest quality patient care.

In an effort to contain costs, both to patients and insurance carriers, VSAS Orthopaedics would like to take the time to inform you of our financial and billing policies and procedures.

### Insurance:

VSAS Orthopaedics participates with many insurance carriers. Please contact the billing office at 610-663-6945 to verify we participate with your insurance carrier.

Should our office participate with your insurance, VSAS Orthopaedics will submit all services that are covered to your insurance carrier. Our office has a contractual agreement with the insurance carrier for reimbursement from the insurance carrier. The patient may still be responsible for any deductibles, co-insurance, co-pay, or payment for services not covered under the plan.

It is important to keep the office apprised of any changes with your insurance coverage.

If you have insurance with which VSAS Orthopaedics is non-participating, any office visits are expected to be paid at the time of service. Any fracture care or procedures will be submitted to your insurance on your behalf.

### Referrals:

If you have a health insurance that requires a referral, such as an HMO or Point of Service plan, the referral must be presented at the time of service. It is the policy of VSAS Orthopaedics that the staff will not call for referrals for office services. **Failure to present this referral may result in your appointment being rescheduled.**

Our staff will obtain any necessary Pre-certification or Pre-authorization for surgery or any other procedures, and/or testing that our staff has the authorization to obtain through the managed care plan.

Co-payments are required to be paid at the time of service.

### Workers' Compensation:

If you have suffered a Workers' Compensation injury, VSAS Orthopaedics will submit claims to your Workers' Compensation carrier. The patient is responsible for having all the necessary information including but not limited to, Workers' Compensation Insurance name, address, phone number, claim number, and date of injury. Employer information is also required. Failure to supply this information will result in the patient being financially responsible for all services.

VSAS Orthopaedics will bill all work-related injuries through your Workers' Compensation carrier. If you have health insurance, this information must also be given to VSAS Orthopaedics. This insurance will only be billed should your Workers' Compensation carrier deny your claim for payment. **If your health insurance requires referrals for services please obtain all necessary referrals/authorizations for presentation at time of service. Failure to present the proper referrals may result in your appointment being rescheduled.**

If you do not have health insurance you will be required to sign a payment plan with VSAS Orthopaedics and supply your credit card information for which we may bill services which may not be paid by your Workers' Compensation carrier.

### Auto Accident Claims:

If you have suffered an injury through an Auto Accident, VSAS Orthopaedics will submit claims to your Auto Carrier. The patient is responsible to have all the necessary information including but not limited to the Auto Insurance name, address, telephone number, claim number, and the date of the accident. Failure to supply this information will result in the patient being financially responsible for all services.

VSAS Orthopaedics will bill your Auto Insurance for all services. If you have health insurance you will be required to provide your Health Insurance information to VSAS Orthopaedics. Your health insurance will only be billed should your auto benefits exhaust or be denied. **If your health insurance requires referrals please obtain these for presentation at the time of service. Failure to present the proper referrals at the time of service may result in your appointment being rescheduled.**

If you do not have health insurance you will be required to sign a payment plan with VSAS Orthopaedics and supply your credit card information for which we could bill services which may not be paid by your Auto Insurance.

**Self-Pay:**

If you do not have insurance coverage all services **must be paid at the time of service**. Should you require surgery, a portion of the surgery must be paid prior to the surgery and a payment plan can be arranged for the outstanding balance.

You will also be required to sign a payment plan with VSAS Orthopaedics and supply your credit card information for which we may bill services.

**Methods of Payment:**

Our office accepts Cash, Personal Check, Visa, MasterCard, Discover, and Check Card.

All balances are due at the time of service for those services which we will not be billing insurance carriers. All other balances are due within 30 days from the date of the statement.

All balances not paid within 30 days from the date of the statement and without a valid payment plan on file, will be considered past due and subject to a late fee of \$25.00.

Please understand if there is no payment activity within 45 days, the account will be transferred to a collection agency and subject to the collection agency fees and policy as outlined below.

The billing department makes every effort to work with our patients to assist them with payment plans for outstanding balances. The billing department will set-up a monthly payment plan utilizing your credit card for automatic monthly payments or a monthly payment plans utilizing payment by check, money order, or cash. Our minimum payment plan is \$50.00 per month.

Any checks for which we receive notification by the bank as having insufficient funds, will be charged a \$25.00 fee.

**Collection Agency:**

VSAS Orthopaedics utilizes an outside collection agency to collect on any outstanding balances which do not maintain an active/current payment status with our practice.

In the event your account is turned over to the Collection Agency, VSAS Orthopaedics will not be able to set-up payment plans with account collection balances. All collection account balances must be paid to the collection agency.

Once your account has been turned over to the Collection Agency, the patient will be responsible for all collection fees (25% will be added to your account balance) and legal fees (court costs will be added to your balance) that our office incurs through the process utilized to collect the outstanding delinquent balance.

Should your account be turned over to a collection agency **payment in full of any past due balance is expected prior to being seen in our office in the future. In addition, payment in full will be expected at the time of service for any future services.**

I HAVE READ AND FULLY UNDERSTAND THE FINANCIAL POLICY SET FORTH BY VSAS ORTHOPAEDICS -AND I AGREE TO THE TERMS OF THIS FINANCIAL POLICY. I ALSO UNDERSTAND AND AGREE THAT THE TERMS OF THE FINANCIAL POLICY MAY BE AMENDED BY THE PRACTICE AT ANY TIME WITHOUT PRIOR NOTIFICATION TO THE PATIENT.

\_\_\_\_\_  
Signature of Patient and/or Guardian (SEAL)

\_\_\_\_\_  
Date