



HELENA ORTHOPAEDIC CLINIC FINANCIAL POLICY

Please Keep for your Records

The Physicians and Staff of the Helena Orthopaedic Clinic are committed to providing you the highest quality and most efficient orthopaedic care. We feel that we can better serve your health care needs if you are familiar with our financial policies.

Payment for Services

We will bill your insurance for you if we are supplied with a copy of your insurance card/cards. If patient co-pays are included in your policy please be aware those will be collected at the time of service. If you are a personal pay patient we do require that a \$60 down-payment be made at the time of service. If these co-pays are not made upon arrival, your appointment will be rescheduled.

Our Fees

Our fees are considered to be within the usual and customary range by most insurance carriers. You are responsible for payment regardless of your insurance company's arbitrary determination of "usual and customary" rates, unless your insurance is one we participate with.

W-Comp

If your injury or condition is work-related, it is your responsibility to file a First Report of Injury with your employer and give all necessary information to our Workers' Compensation Specialist. If we are unable to obtain authorization from the workers' compensation insurance carrier *prior to* your visit, your appointment will be rescheduled.

Motor Vehicle Insurance

If your injury is auto related, it is your responsibility to have all the information with you at your first appointment. If the information is incomplete, your appointment will be rescheduled. Information required is the name and address of insurance, date of injury, claims adjusters name and phone number, claim number, and name of insured person.

Responsible Party

Any patient age eighteen (18) and over is financially responsible for all charges incurred. If a patient is under the age of eighteen and is not legally emancipated, a parent or legal guardian must accompany them for each visit unless other arrangements are made with the clinic.

Miscellaneous Policies

A \$20 returned check fee will be assessed to the account for every check returned for insufficient funds, stopped payment, or closed account.

If you file bankruptcy or have excessive checks returned for insufficient funds, all future services will be on a cash only basis.

EFFECTIVE 1/1/2009 Disability insurance forms will be completed following prepayment of \$20.00 per form. Completion of these forms takes between 7-10 business days.

Thank you for reading and understanding our financial policy.

Helena Orthopaedic Clinic