



PATIENT NAME: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

## EXPRESS PEDIATRIC CARE

### FINANCIAL POLICY

Payment is due in full the day of service, including co-payments, co-insurance, and any other charges. If I don't have insurance or Express Pediatric Care does not accept my insurance plan, I understand my child may still receive services as a self-pay patient on a sliding scale.

#### Filing a Claim

Express Pediatric Care is not responsible in maintaining a patient's Medicaid eligibility status, or verifying their insurance is active before a patient arrives to the office; that is the sole responsibility of the Medicaid guarantor or subscriber. However, Express Pediatric Care will confirm that insurance is considered active before a patient can be seen at each and every visit. Express Pediatric Care will file a claim for your care with your insurance carrier as long as we have complete billing information, and benefits are made payable to Express Pediatric Care, PA. We will only contact you about your claim if you owe a balance or we need your help obtaining payment from the insurance company.

#### Charges Not Covered by Insurance

I understand that I am responsible for paying all charges not covered by insurance (deductibles, co-pays, services deemed non-covered, etc). I understand that at times, no matter how diligent Express Pediatric Care's billing may be, my insurance company may decline a claim for services. In that event, it is most effective for me to contact the insurance company since I am their paying customer. If there remains an unpaid balance and I make no payment or make no contact as the responsible party despite all Express Pediatric Care's efforts to contact me, then my account could be turned over to a collection agency or pursued legally. Ultimately, all charges are my responsibility.

#### Form Completion

Since Express Pediatric Care is a walk-in practice, we are able to provide you with same day paperwork in most instances, but we are unable to bill insurance for this service. Any paperwork completion the day of a visit is considered part of the consultation and is free. However, coming into the office for the sole purpose of form completion results in a \$10 charge per patient. This includes, but is not limited to: Headstart forms, sports forms, and immunization records. The exception to this policy is FMLA paperwork, which always costs \$20 for office completion, and will take up to 72 hours to complete.

**Parent/Guardian Name:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

This document and information contained in this document is the property of Express Pediatric Care and are considered proprietary and confidential in part or whole. Do not reproduce, copy or extract any data from this document without prior written permission from Express Pediatric Care. Including, but without limitation, it is not to be used in the creation, use, development or derivation of any medical practices or procedures. Any unauthorized duplication of this document is prohibited and may result in criminal and/or civil liability. If consent is given for reproduction in whole or in part, this notice and the notice set forth on each page of this document shall appear in any such reproduction in whole or in part.