

Baptist Primary Care
AUTHORIZATIONS AND ACKNOWLEDGMENTS

We are committed to providing you with the best possible care, and we are pleased to discuss our professional fees with you at any time. Please ask us if you have any questions about our fees, financial policy, or your payment responsibility.

All new patients will be asked to provide patient information prior to being seen by the physician. We also may ask to make a copy of any type of picture identification to remain a permanent part of your chart.

INSURANCE INFORMATION

- If you are covered by Medicare, Champus or any of our managed plans, we will file your insurance claim. You are responsible for any co-pay, co-insurance, deductible, or non-covered services at the time of your visit. If we do not participate with your insurance company, you will be responsible for full payment at the time of your visit.
- All self-pay patients are expected to pay for services in full at the time that services are rendered.
- We will file with all insurance plans for our professional fees for any hospital admissions.
- In the event your insurance company does not pay the full balance within 90 days, we will notify you so that you may contact your insurance carrier. Please remember that ultimately, payment responsibility rests with the patient.
- Please advise the office personnel of any changes in your insurance or mailing address.
- Should it ever become necessary to use the services of a collection agency to collect your account, you would be responsible for any costs incurred for that purpose.
- *There will be a \$30 charge for a no show of an appointment or cancellation of an appointment without a 24 hour notice. Your insurance company will not cover this charge.

WORKER'S COMPENSATION

Worker's Compensation patients will be seen only after the proper authorization and paperwork has been received.

UNACCOMPANIED MINORS

The parents (or guardians) will be responsible for full payment unless covered by a participating managed plan. Authorization to treat an unaccompanied minor must be on file.

COMPLETION OF FORMS

Baptist Primary Care reserves the right to charge a nominal fee for the completion of disability and/or Family Medical Leave forms.

I hereby authorize Baptist Primary Care to bill my insurance company directly for these services. I understand I am financially responsible for charges not covered by my insurance company. I authorized any holder of medical or other information about me to release to the Social Security Administration or intermediaries any information needed for this or a related Medicare claim. I permit a copy of this authorization to be used in place of the original and request payment of medical benefits either to myself or to the party who accepts assignment. I certify that the above information is currently correct.

Responsible Party Signature

Patient's Name (Please Print)

DOB

Date

NOTICE OF PRIVACY PRACTICES

I acknowledge receipt of a copy of the Baptist Primary Care (BPC) Notice of Privacy Practices (NPP) either at this time or previously. By accepting services at BPC, I authorize BPC to use and disclose information from and release copies of my (the patient's) medical records in accordance with BPC's policies and privacy practices, which are summarized in the NPP, including disclosure to my (the patient's) past, present and future healthcare providers.

PATIENT or PARENT (GUARDIAN)

METHODS OF PAYMENT

CASH, CHECK, VISA, MASTERCARD and DISCOVER