



Alpenglow Acupuncture, LLC

Billing and Payment Policy

As a courtesy to you, our patient, we will be happy to accept assignment of benefits for most insurance companies. However it must be understood that the contract is between the patient and the insurance company. The patient is fully responsible for any amount not paid by the insurance carrier. Our office policy regarding insurance claims is as follows:

- It is the patient's responsibility to provide our office with complete insurance or billing information at the time of service, or the fees must be paid in full.
- Medicaid and Medicare does not cover Acupuncture or Massage services
- The patient is required to pay their portion at the time of service. This includes co-pay amount, deductibles, or non-covered services.
- Our office cannot guarantee the amount that an insurance company will pay. Any unpaid balance after 90 days from the date of service will be the patient's responsibility to pay. It is the patient's responsibility to be familiar with the insurance coverage.
- Our office will not go into a dispute with any insurance company over a claim. This is the patient's responsibility and obligation. We will provide any information requested by the insurance company.
- We accept: Cash, Visa, MasterCard, Discover and health reimbursement Credit Cards and Personal Checks.
- A charge of \$30.00 will be assessed for any returned checks. The patient/guarantor will be held responsible for any collection charges incurred on a delinquent account.

Cancellation Policy

- If you cancel your appointment on the same day or no-show for your appointment you will be charged \$75.00. You are allowed one free cancel or no-showed appointment per year.

**I have read the above and understand my financial responsibility to Alpenglow Acupuncture, LLC.
If I have additional questions, I will ask to speak to someone, prior to my appointment.**

Patient/Guarantor Signature

Date

2017/05/18