

Patient Policies

The following is our policy concerning referrals, missed appointments and billing. Please read this and sign at the bottom. Thank you.

Referral Options

If your insurance requires that you have a referral in order to receive chiropractic benefits, please take the following steps:

- Contact your primary care physician to obtain a referral for services.
- Give a copy to our office or have your physicians managed care representative mail a copy to our office at:

*Marysville Chiropractic
1617 Grove Street
Marysville, WA 98270*

It is important to be aware of how many visits you are allowed per referral and when the referral becomes exhausted. It is your responsibility to go through the steps mentioned above. If a treatment plan is required, we will gladly fax or mail one to your primary care physician.

Missed Appointments

This office adheres to the following policy regarding missed, changed or canceled appointments:

- It is requested to have four (4) hours advance notice if an appointment has changed or canceled. If proper notice is not given, the patient can be charged personally for a missed appointment.

Disclosures Required By Fair Credit Billing Act

In compliance with the Federal Consumer Credit-Protection Act, we wish to notify you of our policies regarding payment of statements for services rendered on your behalf.

- We will furnish you a monthly statement of your account showing the amounts billed and credited to you by us for the month.
- All accounts are due and payable in full within 10 days following the date of the initial billing. If insurance benefits are available, we will gladly assist you in filing a claim. Please present the receptionist with a current copy of your insurance information to assist in the billing process. We cannot accept the responsibility for collection of your insurance benefits; therefore, you are responsible for payment of your account within the time limits set herein, regardless of the status of your insurance claim.
- If payment of charges is delayed beyond 60 days, we reserve the right to impose a finance charge on such amount remaining outstanding. The finance charge will be computed at a periodic rate of:
 - **1.0% per month**
- The amount of which the periodic rate is applied shall be the outstanding balance over 60 days or more old as of the date of each monthly statement, after deducting all current payments and credits shown on each statement. All payments will be applied to the oldest charges first.
- **MINIMUM PAYMENT:** The minimum payment on accounts will be \$25.00 or 10% of the balance due (whichever is greater) and will be due within 10 days of the billing date.
- Default in payment: Entire outstanding balance may be declared immediately due and payable upon default in payment.
- In the event that suit is necessary to enforce payment on delinquent account, you are liable for "reasonable attorney fees" incurred by us.

Signature: _____ Date: _____