

Highland Chiropractic Clinic, Inc.

Larry R. Vance, D.C., C.C.S.P.

480 E Winchester St #150

(6400 Commerce Park)

Murray, UT 84107

(801)277-5665

Office Financial Policy

All patients are on a cash basis until their respective insurance coverage and deductible can be verified by our staff. This office may make payment plan arrangements on an individual basis. Any such plan or arrangement will be discussed during your report of findings. There are no discounts offered with personal injury or workman's compensation cases.

Insurance

If you have insurance, we will gladly accept assignment with the following exceptions and regulations, provided we have prior certifications from your insurance company.

1. We accept assignment for the initial treatment plan only. Any follow-up visits will be payable when services are rendered. Once you are discharged from active care and placed on maintenance care, we will continue to file your insurance but require full payment per visit.
2. We accept assignment as a courtesy to you; you are responsible for your entire bill should your insurance company not pay any of the anticipated charges for any reason. We are not a mediator between you and your insurance company and will not enter into any dispute with same, as your contract is between you and your insurance company.
3. Whenever you receive any worksheets from your insurance company or explanation of benefits, please bring this information to this office as soon as possible. We must have a copy of this to determine if proper payment has been made. If you should receive a check from your insurance company during our billing, you must bring it to the office upon receipt. If any overpayment exists after all insurance billing has been done, we will issue you an overpayment check—it will not come from your insurance company. All insurance payments, regardless of which company issues a check first, are applied to your account as long as any balance is due.
4. Any services not covered or any coverage reductions by your insurance will be the patient's responsibility, including homeopathic injections (i.e. cosmetic, analgesic or otherwise).
5. This office will resubmit a claim *one time*. We will not enter into any dispute with your insurance company. If coverage problems arise, you will be expected to deal with your insurance company, adjustor, or agent directly.

6. Any denied or disputed claims will be treated as uncovered services and you will be expected to pay such charges on a timely basis.
7. If you are referred to another specialist or discontinue care for any reason other than by discharge by the doctor, the bill is due and is to be paid in full immediately, regardless of any claims submitted. Discounts are not valid for discontinued treatment plans (i.e. injury, death, relocation, etc).

Past Due Accounts

Any accounts outstanding past 120 days may be subject to submission to third party collection agency. A 10% service fee will be added to any accounts sent to Time Pay, and a 40% service fee for accounts sent to collections, unless prior arrangements have been made.

If you have questions concerning this or any other matter, please speak with our office manager or insurance adjuster prior to seeing the doctor.

I have read and understand the Financial Office Policy and agree to abide by these terms.

Patient Signature

Date