



## Partners in Pediatrics

Dr. J. Martin Gewirtz M.D. FAAP Dr. Frederick Weck M.D. FAAP

Dr. Dipika Rana M.D. FAAP Dr. Yaffa Klar M.D. FAAP

Lori Lambert RN-FNP Eileen Riman RN-FNP Laura McGuire RN-NP

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### BILLING POLICY OF PARTNERS IN PEDIATRICS

It is the responsibility of all guarantors to provide Partners in Pediatrics with valid healthcare insurance at the time of service. There is a very limited in time by which Partners in Pediatrics can file claims under rules set forth by insurance carriers. Any guarantor who does not provide the correct insurance at the time will be considered "self-pay" and will be responsible for the entire bill. Due to rapidly changing coverage issues our staff will ask for a copy of your healthcare card at each visit.

If it is required by your health insurance that a "PCP" or primary care physician must be selected, that PCP must be one of our doctors *at the time of service*. This cannot be back dated and must be done in the month prior to the visit for some insurance providers. Any charges as a result of having the incorrect PCP will be incurred by the guarantor.

Co-pays are due at the time of each visit. If there are past balances at the time of your visit you may be asked to resolve those at the time of your visit. If additional balances are charged by your insurance company after the claim is processed, these balances will be billed to you.

Guarantors and/or legal guardians who bring a child to our office for care are financially responsible for charges on the child's account and will remit payment for copays and balances not covered by insurance within 30 days unless other arrangements are requested. Accounts that are not paid will be forwarded onto an external collection agency and your credit may be adversely affected. **Accounts that have received 3 or more statements reflecting any balance over 90 days will be subject to a surcharge of \$15.00.**

The American Medical Association requires that coding be added to reflect all services including procedures, lab tests, appointments made during after hour schedules, etc. During a preventive care appointment, occasionally concerns are raised which require evaluation beyond the scope of a routine exam. All codes and fees are subject to any co-pay, coinsurance, deductible or other charges as your healthcare insurance carrier determines.

When children are scheduled for office visits it is the responsibility of the guarantor to verify insurance benefits before each visit. If your child's insurance does not cover routine services such as tests, cultures or vaccines or if they limit the number of preventive care visits by age or time between visits, the guarantor will assume any and all of these charges.

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Neither billing codes nor dates of service can be changed when your insurance indicates that codes are not payable.

Any forms used for the evaluation of your child will be charged to the child's healthcare insurer however, if these charges are not reimbursed to Partners in Pediatrics they will then be the responsibility of the parent/guarantor.

With regard to newborns, it is the responsibility of the parent/guarantor to provide insurance information within two weeks of the newborn's first visit. Your insurance carrier must be contacted and a doctor from Partners in Pediatrics must be selected as your child's primary care physician. Failure to do so will result in the balance being billed to the parent/guarantor.

I have read and accept all financial responsibilities for my child as in this document.

Sign: \_\_\_\_\_

Print Name: \_\_\_\_\_

Children: \_\_\_\_\_