



## Valley Surgical Specialists Medical Group

**782 Medical Center Drive East, #101  
Clovis, California 93611  
(559) 256-4111**

### Financial Office Policy

We would like to welcome you to our practice and thank you for the confidence you have placed in us. We want to advise you of the business aspects of our practice. Our primary goal is to provide you high quality and efficient service. We must also manage our patients' financial accounts timely and accurately. Therefore we are providing you requirements for payment of your account:

You, as the patient (or parent or guardian of the patient), authorize treatment and are solely responsible for payment of services. All insurance co-payments, deductibles and Medicare co-insurance are due at the time you are seen in the office. If required by your insurance company, you must also have current referral form at the time you are seen. We accept Medicare assignment and we are also in-network providers with many insurance companies.

We will bill your insurance company for you if all information is provided at the time of your visit. This is done as a courtesy – however, we cannot look to the insurance carrier for payment of all charges. It is your responsibility to follow up on insurance claims in cases of non-payment or in cases where payment has not been received within 45 days. Balances that are 30 days past due may incur additional fees.

You are responsible for payment of your bill - not your insurance company. Your insurance coverage is a contract between you and your insurance company to help you meet medical expenses. It is not possible for us to provide service on the basis that the insurer will always pay all charges, as coverage varies so greatly. If you are not covered by insurance, office visits are due and payable at the time of service. If your account becomes past due and is subsequently sent to an outside collection agency, Valley Surgical Specialists reserves the right to discharge you from the practice.

If surgery is scheduled and you are not covered by any insurance, you will need to make payment in full for the surgical fee. This amount is due on or before the preoperative office visit. Arrangements for payments can be discussed with the Business Office in advance. If you are covered by insurance, we will contact your insurance to obtain benefit information. All deductibles and coinsurance payments are due before the date of your surgery. Due to an increase in returned checks, all surgery deposits will need to be made by cash or credit card. If you fail to cancel your appointment 24 hours in advance you will be billed at \$25.00 No Show fee. Should you be scheduled for an in-office procedure and, you fail to cancel your appointment without 48 hours' notice, a No Show fee of \$25.00 will be applied to your account. Any questions regarding our financial policy are encouraged.

Initials: \_\_\_\_\_

Thank you for taking the time to read our financial policy. We hope this answers questions you may have regarding our billing procedures.

Valley Surgical Specialists' Business Office (559) 256-4111