



Office Financial Policy

Our office is considered a private pay office, meaning we do not bill 3rd party insurance.

1. This office will make payment plan arrangements on an individual basis. Any such plan or arrangement will be discussed after your report of findings.
2. **Cancellation Policy:** Please call at least 24 hours before your scheduled appointment if you need to reschedule. This allows for the change to be and for the now available time to open for another patient. For all “no call, no shows”, there may be a \$50 fee charged to your account. Certain exceptions may apply.
3. If the patient discharges self from care, the balance is due in full for services that have been rendered within a month of stopping care. If payment arrangements are set up, the auto debits may run so that services rendered are covered. If there is an opposite imbalance from services to payments, a credit or refund may be issued.

Medicare/Insurance

4. If you have Traditional Medicare, as a courtesy to you, all claims will be submitted on your behalf so if Medicare chooses to reimburse you, they will directly.
5. Medicare policy, or a private insurance policy, we will give you all the necessary paperwork for you to submit your own claims to your insurance (itemized bill).

I understand and agree that health / accident insurance policies are an arrangement between an insurance carrier and myself. Furthermore, I understand that Central Clinic of Chiropractic can provide an itemized bill upon request (within the first month of care. We will not provide itemized bills for past months of services) to assist me in making collections from my insurance company based on my policy if I choose to do so. I further understand the financial policy and accept the financial fee of \$50 that may be charged to my account in a no call no show circumstance for my appointment that I scheduled. I clearly understand and agree that I am personally responsible for payment due for services rendered. Any payments made to Central Clinic of Chiropractic including pre-paid services, package purchases, or account credits must be used within 12 months of the original payment date. If credit on the account is not used within 12 months it will be considered non-refundable and no longer eligible for cash or card reimbursement. This policy applies to all forms of payment, including but not limited to: prepaid adjustment packages, gift certificates, overpayments, personal or third-party payments. We encourage patients to maintain regular care and communication with our office to avoid forfeiture of unused credit.

Signature _____

Date _____