

UNIVERSITY FOOT & ANKLE INSTITUTE
FINANCIAL POLICY CHANGE

As of April 15, 2013, University Foot and Ankle Institute has made changes to their Financial Policy.

We ask that all patients leave a credit card number on file with our office. The card will only be used for patient accounts that are more than 30 days over due

Claims will be submitted to your insurance company, monthly statements will be mailed to you and payment arrangements can be worked out as we had done in the past. Once claims have been submitted to your Insurance Company, you should receive an "EOB" (explanation of benefits) regarding your visits and charges from our office.

The credit card will be used in the event that we have been unable to collect or make payment arrangements with you and your account is more than 30 days overdue. Once you receive a statement with a balance due, we will allow a 30 day period for payments to be made. If no payments have been made, and no arrangements are made with our billing office, we will charge the balance to your credit card. After your credit card is charged, a receipt will be mailed to you for your records.

An annual interest of 20% might be added to all your outstanding balances.

I, (please print name _____) have read and understand the above mentioned policy and agree to leave my credit card on file. ***I authorize University Foot and Ankle Institute*** to charge my credit card for payments owed to my account for services rendered at their office, in the event my account becomes overdue past 30 days. I agree to update any information regarding this account. The above information is complete to the best of my knowledge.

I, (please print name _____) decline to leave my credit card on file. I understand that I will need to pay upfront an estimate of the co-insurances or deposit for services provided today. Once claims have been processed and settled with my insurance company I will be refunded if my account has any credit due, back to me.

Patient's Signature

Date:

Parent/Guardian's Signature: (If Minor)

Date: