



## *Ear, Nose & Throat Institute of Michigan, PLLC*

### FINANCIAL AGREEMENT

We are committed to providing you with the best possible care and are pleased to discuss our professional fees with you at any time. Your clear understanding of our Financial Policy is important to our professional relationship. Please ask if you have any questions about our fees, financial policy or your financial responsibility.

PATIENTS MUST FILL OUR PATIENT INFORMATION FORMS PRIOR TO SEEING THE DOCTOR. WE WILL REQUEST TO PHOTOCOPY YOUR INSURANCE CARD(S) AND ID FOR YOUR FILE.

- **APPOINTMENTS** — 24 hours notice must be provided in the event you cannot keep an appointment. Should you not provide this notice, a cancellation of \$25 may then be added to your account.
- **REFERRALS** — If your plan requires a referral from your primary care physician it is YOUR responsibility to obtain it prior to your appointment and have it with you . If you do not have your referral, YOU WILL BE REQUIRED TO SIGN A FINANCIAL WAIVER. It is then your responsibility to provide us with the referral within 48 hours or you will be personally responsible for that day's services.
- **CO-PAYMENTS** — By law we MUST collect your carrier designated co-pay. This payment is expected at time of service. Please be prepared to pay that co-pay at each visit. Should you not pay at the time of service and we subsequently send you a statement, an administrative fee of \$20 may be added to your account.
- **OUT OF NETWORK PLANS** — You will be responsible for any balance your plan indicates as due on their explanation of benefits form. We will adjust the charges to coincide with your plans 'reasonable and customary charges. All patients will be responsible for their co-insurance and deductible. Should you receive payment from your insurance company, please forward it to the physician's office.
- **SELF-PAY PATIENTS** — Payment is expected at the time of service unless other financial arrangements have been made prior to your visit.
- **MEDICARE** — We will submit claims to Medicare. The patient will be responsible for the deductible and the 20% co-insurance, which can be billed to a secondary insurance if you have one.  
Medicare Lifetime Signature on File: I request that payment of authorized Medicare benefits be made on behalf to ENT Institute of Michigan for any services furnished to me. I authorize any holder of medical information about me to release to the CMS (and its agents) any information to determine these benefits payable for related services. This information will be used for the purpose of evaluating and administering claims of benefits.  
Private Insurance Authorization for Assignment of Benefits/Information Release: I, the undersigned, authorize payment of medical benefits to the ENT Institute of Michigan for any services furnished. I understand that I am financially responsible for any amount not covered by my contract. I also authorize any holder of medical information about me to release to my insurance company information concerning health care, advice, treatment or supplies provided to me. This information will be used for the purpose of evaluating and administering claims of benefits.
- **DIVORCED/SEPERATED PARENTS OF MINOR PATIENTS** — The parent who consents to the treatment of a minor child is responsible for payment of services rendered. We will not be involved with separation or divorce disputes.

You are responsible for the timely payment of your account. Should it be necessary for us to use an outside agency to collect payment from you, you will be responsible for whatever charges we incur as a result of this.

WE ACCEPT CASH, CHECKS or CREDIT/DEBIT CARDS! (no American Express or Discover)

THANK YOU for taking the time to review our policies. Please feel free to ask any questions or share concerns with us.

Patient's Name (print): \_\_\_\_\_ Date: \_\_\_\_\_

Responsible Party Signature: \_\_\_\_\_ Relationship: \_\_\_\_\_

\* You may request a copy of this agreement for your personal records.