

Fairview Clinic, P.C.

FINANCIAL POLICY

(We are NOT Georgia Medicaid, nor Florida Medicaid providers. We are not accepting new Alabama Medicaid patients at this time.)

1. **Co-pays**
 - a. Insurance co-pays are due at the time of check-in.
 - b. If you can not pay your co-pay, we will be happy to reschedule your appointment.
 - i. Medicare deductibles and patient's 20% are due at the time of check-out.
 1. Deductibles and patient responsibility amounts that are not paid within 30 days of the visit date will result in the patient being requested to pay for the next visit ahead of seeing the doctor. An amount equal to the unpaid amount will be requested before seeing the doctor, any amount not due will be reimbursed after seeing the doctor, or applied to the previous visit.
2. **Forms of Payment**
 - a. We accept cash, checks, money orders, credit cards (VISA, MasterCard).
3. **No Shows**
 - a. We will forgive the first no-show.
 - b. There will be a \$50 charge for the second no-show, which is payable within 30 days after the no show date.
 - i. During the 30 day grace period, your doctor will see you, but you must pay your co-pay before seeing the doctor.
 - c. When you no-show a third time or fail to pay your \$50 charge within 30 days, you risk being dismissed from the clinic.
4. **New Patient Who Does Not Show for Appointment**
 - a. It is the policy of Fairview Clinic to assess a \$125 chart creation fee to all new patients. If you keep your new patient appointment, the fee will be waived. If not, this non-refundable fee must be paid in advance of scheduling a second appointment.
5. **Cancellations**
 - a. It is a courtesy to cancel an appointment which you can not keep. This allows your doctor to schedule another patient in the time he had reserved for you.
 - b. Cancellations must be called to our office 24-hours ahead of your appointment time to be considered as a true cancellation. Anything else is considered a no show.
6. **Billing Your Insurance**
 - a. We will file your visit charges to your insurance. However, at the end of 60 days after the insurance is filed, any unpaid amounts become the patient's responsibility. At this point it becomes the responsibility of the patient to handle unresolved insurance billing matters.
7. **Paperwork**
 - a. An appointment is required for the completion of patient forms.
 - b. We formally update our patient records every two years. We ask your cooperation when presented with update paperwork at the front desk.
8. **Minors**
 - a. If both the mother and the father have insurance coverage on a child, the primary insurance is considered the parent who has the earlier birth month and day (not year.)
 - b. If the birth parents are divorced, responsibility for payment of the visit belongs to the parent who brought the child to the office visit.
9. **Drug Formularies and Prior Authorizations**
 - a. If your insurance company has a drug formulary, please bring it with you to your appointment. If your insurance company submits a prior authorization request, an appointment is required for its completion. If the physician disagrees with the formulary, he will decide (based on the best practice of medical care) which drug to prescribe.