

## PAYMENT POLICY

Payment is due at the time services are rendered.

If you have private insurance, we will be happy to file your insurance claim for you, as a courtesy. In order to file an insurance claim, the following information must be provided:

- Patient's name, social security number and date of birth
- Policyholder's name, social security number and date of birth
- Name of Primary Care Physician or referring physician

To verify benefits or to preauthorize any procedure, the zip code of the policyholder must also be provided.

If you choose not to provide information on the policyholder, or yourself, we will not be able to file your claim and you will be responsible for filing the claim yourself. You will be required to pay the full cost of the visit at the time of the visit. Adjustments/refunds will be made to you after we receive reimbursement/notification from the insurance company

Any copayments/deductibles must be paid at the time of the appointment.

If you are a Medicaid recipient, you must provide proof of coverage at **each** visit since eligibility is month-to-month. If you do not bring proof of coverage, we will be happy to reschedule your appointment, or, if you choose, you may keep your appointment but will be required to pay for the visit at that time. We will try to verify your information on the computer; however, the TMHP website information is often not available or up-to-date and you cannot be assured that we will be able to obtain the information in this manner.

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Signature

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Date

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Printed Name