

# PHYSICIAN ASSOCIATES FINANCIAL POLICY

6000 Executive Blvd #300  
Rockville, MD 20852

5530 Wisconsin Ave #645  
Chevy Chase, MD 20815

1. It is our payment policy to collect the appropriate payment due at the time of service. This may be your co-payment, co-insurance and/or deductible according to your health insurance benefit plan.
2. We accept cash, check, and all major credit cards.
3. You will be held responsible for any additional charges not covered under your policy. Should a credit balance occur, we will refund any overpayment.
4. If Physician Associates does not participate with your insurance, you will be responsible for the payment at the time of your visit.
5. There will be a charge for certain forms filled out, whether by the office staff or the physician.
6. Appointments must be canceled at least 24 hours prior to the appointment time to avoid additional charges to your account. If your appointment is scheduled for a Monday, any cancellation must be made the preceding Friday.
7. Returned checks and accounts with balances more than 30 days old may be subject to additional fees, including a monthly late charge of 2%. Billing statements are sent out monthly. Physician Associates reserves the right to pursue legal remedies for accounts more than 90 days old.
8. Patients are responsible to provide Physician Associates with accurate insurance information to ensure that claims are processed expeditiously.

## Notice to Medicare and HMO/PPO Patients

Certain services provided by this office are considered not-covered under your insurance policy. You will be required to pay for any such services when rendered.

Our office does not mail or fax referrals to specialist offices unless it is a medical emergency.

**I understand and acknowledge the above financial policy.**

\_\_\_\_\_  
Patient Name (Please Print)

\_\_\_\_\_  
Patient Signature

\_\_\_\_\_  
Date

*Should you have any questions or concerns regarding these policies, please feel free to contact our billing staff for assistance.*