



F. AMES SMITH JR. MD

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Financial Policy

We appreciate your confidence in selecting us for your healthcare needs. We are committed to providing you with the highest standards of care, with compassion and integrity. We want our fees and billing services to be honest and fair as well. We have worked hard to maintain your access to care by accepting most insurances, and we have contracted with a billing office (Pinpoint Billing Services) to be responsive to your questions in a timely fashion.

Understanding your Financial Obligation

Non-Insured Patients

All office procedures are to be paid for in full at the time of service. If you are unable to pay in full at the time of service, you will need to speak with our billing office at 208-860-6465.

Insurance

Our billing office (Pinpoint Billing Services) will submit primary and secondary insurance claims for you –subject to your having given us current information prior to the service being provided. For your convenience, we have tried hard to be able to accept most insurance companies. Policy coverage varies from one insurance plan to another, as do the "usual, customary and reasonable (UCR)" fees that various insurance plans have established. Our fees are accepted by most plans, but occasionally one of our patients is notified that the amount for our service exceeds "UCR FEES". Our contractual arrangement is with you, our patient, not your insurance company. Should there be a dispute related to the service provided or the charge for that service, the settlement of that dispute with your insurance carrier is between you and your insurance carrier. Our office is not involved in the settlement of such disputes. The final responsibility for the services provided to you is yours.

Fees

Our charges for services – including office visits and procedures – are based upon the severity and complexity of your presenting problem as well as the time spent treating you. Our fees are based upon the Resource Based Relative Value scale and Relative Value Units. These are both assigned by the Federal Government Centers for Medicare & Medicaid services and can be found in the Federal Register each year. Please don't hesitate to inquire about the charges for services.

Payment

Charges are payable at the time treatment or service is given. Regardless of your medical insurance coverage, our office relies on you to settle your account. For your convenience, we offer the following payment options:

Payment in full.

Payment of the portion your insurance will not cover (co-payment or deductible), on the day service is provided.

Payment of balance in full upon receipt of your statement.

If other arrangements are needed, please talk to our billing office **prior to** receiving service. Payments can be taken by cash, check, VISA, or MASTERCARD, including HSA cards.

Proof of Insurance

In order for us to bill your insurance, we require that you provide us with proof of insurance in the form of an insurance card as well as your current driver’s license.

No Show/Late Cancellation Fees

Any patient who fails to arrive for a scheduled appointment without cancelling the appointment at least 24 hours prior to the scheduled time is considered a “no-show”. There is a charge of \$50.00 for failure to show. A patient who fails to present for a scheduled appointment three (3) times is considered a chronic no-show patient and is dismissed from the Practice.

Delinquent Balance Appointments

Any patient with a delinquent balance, in excess of 90 days will be required to contact our billing office for a payment plan prior to receiving future services.

Medical Forms/Records: Pinpoint Billing Services is happy to fill out all medical forms for you. A fee of \$20 per form is required prior to the form being completed. One copy of your medical records will be provided to you for free for your personal use. Additional copies, or any copy for non-personal use, will be charged according to state law at \$15.00 plus \$.50/ page.

Collections: Our practice will make an effort to settle all delinquent accounts before an account is sent to an outside collection agency. In the event an account is sent to the collection agency, a collection fee will be added to your account and the entire delinquent balance will be reported on your credit report.

Returned Checks: A \$30 fee will be charged on all checks returned with insufficient funds.

Refunds: In the event of an overpayment on your account, a thorough review of the account will be conducted to determine the cause of the credit balance. Our office will make every effort to handle all refunds to the patient or insurance company within 30 business days.

Billing Office:

Questions can be directed to Pinpoint Billing Services at 208-860-6465.

Signature: _____

Date: _____