



Financial Policies

At Southwest Pain Management, we have implemented the following financial policies to ensure you understand the financial expectations we have of our patients.

PAYMENT:

We are in network with most health plans. When requested by SPM staff, present your insurance card(s) and present picture identification. Your benefits and eligibility will be verified before your appointments. Once your out of pocket estimate for your visit is determined, payment is expected at the time of your appointment for services rendered. If you do not present your insurance information prior to your visit, you will be expected to pay for your visit in full.

At each appointment, your estimated out-of-pocket portion including deductible and co-payments will be collected. All outstanding balances due must also be paid in full before each visit. Our office accepts cash, checks or credit cards (MasterCard, Visa, Discover and American Express. Health savings accounts (HSA). Health reimbursement accounts (HRA) and flexible spending accounts (FSA) may also be used to pay for your appointments.

A CREDIT CARD MUST BE KEPT ON FILE.

CANCELLATION OF APPOINTMENTS:

We have set aside time for you and as a specialized practice, there is no double booking. A credit card on file is required upon scheduling your Initial Appointment and an updated credit card is kept on file for the term of your treatment with the Practice. A 48-hour notice of cancellation is required for all office visits and procedures. All cancellations must be made by telephone by calling our office at 214-560-2000.

A fee of \$50 will be charged for late cancellations of office visits and a fee of \$150 will be charged for late cancellations of procedures.

Patient Name

Date of Birth

Card Holder Name

Phone Number

Credit Card Number

Expiration Date

SEC

Billing Address

I acknowledge the policies as stated above and authorize Southwest Pain Management to charge my credit card above for all fees associated with these policies.

Signature

Date