

Valley Health Clinic, Inc. | Payment Policy

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We make every effort to keep the cost of medical care at a reasonable price. You can help by eliminating the need for us to bill. It is the patient's responsibility to know their coverage. The following is a summary of our financial and payment policy. This will allow us to avoid any confusion in the future. To keep our patients informed and to obtain insurance reimbursement of completed service; we need you to please read the instructions below.

Your Insurance Coverage: We participate with several insurance plans that can change at any time. Our relationship is with you and not with your insurance. The problems you have with your insurance or your insurance coverage must be dealt with by you directly. We cannot call for you. Patients will be seen with only two complaints a day at the time your visit. If your health plan is HMO it is your responsibility to make sure your doctor is Dr. Abdullah Farooque as a PCP. We are not responsible if you are seen by our office and the change was not made to the plan at the time of your visit.

Pay Policy: It is the responsibility of the patient to inform us if there are changes in their health insurance plan. Your Co-payment must be paid the day of your appointment. Co-payments that are not paid by you at the time of service will be billed at an additional cost of \$ 15.00. We cannot adjust the charge or diagnostic codes after the services are met. If your health insurance policy denies payment, it is our policy that the patient pay the amount within 60 days. We will send you a bill for services that were not paid by insurance. If you have an outstanding bill, you need to make sure it is addressed by your next appointment. More than 90 days overdue accounts will be transferred to a collection service. Charges associated with these actions will be the responsibility of the patient. We require that all patients provide social security number at the time of his visit to send the insurance charges.

Annual deductible: Must be paid at the time of your visit and is applied to its annual calendar until it has been satisfied.

Pre-existing conditions: Depending on the reason for the consultation and benefits of your policy. Verification of benefits will be checked upon your appointment.

Sports Physicals: This service is usually not covered by most insurance companies; payment for this service must be paid the day of your appointment. Valley Health Clinic, Inc. will provide you without charge "a copy of its original form by examination". If you want an additional copy of these forms the charge is \$ 10.00 per copy.

Workers Compensation: Patients must have a valid policy/case number together with the name of the person working on your case in order to verify authorization. If we cannot verify you are responsible to pay the visit at the time of service.

Laboratory tests: Certain lab results take from 7-10 days. We will call you with the results after the doctor has reviewed it. Please call us if you have not heard anything within 10 days.

Medicines: It is the responsibility of patient to call your pharmacy to renew your medication and send the request by fax to the clinic. The process is transmitted within 48 hours. In some cases, the process is longer. For your safety, the doctor has to review your file before authorizing any medicine.

Cancellation of an Appointment: We require 24 hours for cancellation of appointments and 48 hours for immigration appointment. A missed appointment without cancellation will be charged a fee of \$ 25.00. If you lose more than one appointment and fail to cancel in advance there is an additional charge of \$ 70.00. It is your responsibility to be aware of your appointment. The next time you miss an appointment you may be dismissed from the practice.

Credit: If you have an outstanding credit with the clinic you must request your refund in writing within 30 days of receiving your letter of correspondence from your insurance form. Send your letter to Valley Health Clinic, Inc. Attention to billing with all your information.

Release of Medical History: You must complete an "Authorization for Release of Medical Information" form before completing your request. The cost will depend on your record. Requests are usually handled within 10 business days. The payment is made before releasing medical records.

Emergencies: If you need medical care outside of office hours you can go to the hospital in Prince William Hospital and can be attended by our colleagues. If you have a medical emergency, call 911 or go to the nearest emergency room.

Form I-693 Immigration: The \$ 125.00 is a service fee that is not refundable. This fee is not related to the physical exam under any circumstance; even if you have medical insurance the fee still applies. Medical insurance does not cover the administrative service which includes the application, documentation, verification of vaccines and completion of forms. The service fee is non-refundable and payment is only acceptable in cash.

As the patient of Valley Health Clinic, Inc. I consent to the above financial policy I agree to assign my insurance benefits to Valley Health Clinic, Inc. when necessary. I also agree that if it becomes necessary to forward my account to a collection agency, in addition to the amount due, I also will be responsible for the fee charged by the collection agency for collection costs. With your signature below, you acknowledge and agree to the policy.

FULL NAME

SIGNATURE

TODAY'S DATE