

Kat Motlagh's Health Clinics

Katayoun Motlagh, M.D.

## **OUR FINANCIAL POLICY**

Dear Patient:

Thank you for choosing us as your health care provider. The following is our Financial Policy. Our main concern is that you receive the proper and optimal treatment. Therefore, if you have any questions or concerns about our payment policies, our staff will be happy to address them.

We ask that all patients read and sign our Financial Policy as well as complete our Patient Registration Form prior to seeing the physician.

Payment for services is due at the time they are rendered. We accept cash, check, and credit cards (There is a \$50.00 additional charge for returned checks.)

For those who have medical insurance:

1. As a courtesy we will be happy to process your insurance claim for you. However, all charges are your responsibility whether your insurance company pays or not. Not all services are covered benefit in all contracts.
2. We accept assignment of insurance benefits, which means your insurance company sends payment for our services directly to our office.
3. Deductibles and co-payments are due at the time of service.
4. If your insurance company does not pay within the reasonable amount of time, and after we have made numerous attempts to collect, we will ask that you contact your insurance carrier and inquire as to why the claim has not been paid.
5. A 2% finance charge will be applied to your account for any outstanding unpaid balances.
6. You will be charged \$25.00 fee if you fail to arrive to your appointment or cancel within 24 hours of your appointment time.

We understand that temporary financial problems may affect timely payment on your balance. We encourage you to communicate any such problems so that we can assist you in the management of your account. Again, thank you for choosing us as your health care provider.

**Please sign and date below:**

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**Patient Signature/Responsible Party Signature**

**Date**