

In today's financial climate we understand that patients must be efficient with their money and that you, as a patient and a consumer have options in the Bozeman healthcare community. In order to help keep your cost down, we are making a concerted effort to run as financially efficient of an office as we possibly can. In order to do this we strictly abide by the following guidelines:

1. Payment is due at the time services are rendered. Our staff will provide you with accurate information as available to us from your insurance company regarding your co-pay, deductibles and coinsurance amounts. Balances that are residual after filing with your insurance company will be expected to be paid by your statement due date. We highly recommend that you read your insurance booklet or call your insurance company requesting benefit description for a specialist office. This will provide you some basic information prior to your visit. If the patient is unable to pay at the time of service, the appointment may be rescheduled or the patient may opt to bring payment before the end of the business day. If this is not paid at that time a \$40.00 billing charge will be applied.
2. **FEES** – Returned check fees - \$35.00
Missed Appointment - \$50.00
Medical Records - \$10.00 (after 1st copy)
3. Should you default on your balance, Gallatin Valley Surgical Arts has the right to discharge you as a patient, not accept new diagnosis or collect \$125.00 collection fee prior to re-establishing you as a patient.
4. Approved payment plans. In some cases a payment plan may be approved. All approved payment plans are required to be direct debit from a checking or savings account. The first payment is due at the time the payment plan is set up and all subsequent payments will be scheduled at set up.
5. **CARE CREDIT** – in lieu of payment plans, Gallatin Valley Surgical Arts is able to offer patients Care Credit for balances over \$200.00. This company is able to offer up to 18 months of interest free financing (depending on the minimum amount applied). They are our payment plan company and additional payment plans through our office are generally not made and are only done so with proof of denial from Care Credit. For your convenience we do accept most major credit cards. Paying by credit cards gives you flexibility to make minimum monthly payments and keep your cost down at our office.
6. Private pay/ uninsured patients do receive a discounted rate. Unfortunately, our contracts with insurance companies do not allow us to negotiate prices or provide additional discount in any manner for those individuals with insurance.

7. You will be responsible for promptly responding to your insurance company to provide any additional information they may request regarding your treatment, pre-existing conditions, accidents or prior medical coverage. Failure to respond in a timely manner may result in your account becoming due and payable, in full, immediately.
8. **SURGERY** – We understand that surgeries are usually not calculated into the patient’s regular budget; we are bound to our insurance contracts to collect co-pays, deductibles, and coinsurances. This is expected prior to surgery and our surgery scheduler will contact you to give you the estimated total. Again, this is only an estimate as to what your insurance will pay and what you will owe.
9. **THIRD PARTY PAYORS/ LETTERS OF PROTECTION** – Gallatin Valley Surgical Arts does not take third party insurance or operate under letters of protection. If you should still desire care at our facilities, we are able to classify this as self pay and payment in full is due at the time of service.
10. **WORKERS’ COMPENSATION** – We will happily treat your work-related injury. You must have a claim number and workers’ compensation contact information prior to scheduling and appointment. If you are unsure as to whether this is a work injury or not, please discuss with your employer prior to scheduling an appointment. There is a \$50.00 transfer fee for each visit filed with insurance that needs to be converted to worker’s compensation.
11. **MINORS** – Individuals under 18 will be rescheduled should they not have a parent’s permission form signed and payment for that date of service. Divorced/Separated Parents of Minor Patients/Court Orders: The parent who consents to the treatment/ the accompanying adult of a minor child is responsible for payment of services rendered at the time of service. Gallatin Valley Surgical Arts will not be involved with separation or divorce disputes.
12. I authorize my insurance benefits to be paid directly to the physician, and that I am financially responsible for any balance(s). I also authorize Gallatin Valley Surgical Arts or the insurance company to release my information required to process my claims

Patient Name (Please Print)

Patient Signature

Date