

**OVERLAKE INTERNAL MEDICINE ASSOCIATES
FINANCIAL POLICY**

Welcome to our practice. Our goal is to provide the best care possible to you and your family. To help answer questions you may have, we have outlined our financial policies below. Please feel free to discuss these with us at any time if you have additional questions.

INSURANCE

As a courtesy to our patients, we bill the following insurance companies: Premera, Regence, Medicare, Labor and Industries, and many others. Medicaid patients must present a coupon for each visit. Please ask at the front desk for other insurance we might bill. You are responsible for payment of all Motor Vehicle Accident claims at the time of service.

We are pleased to be able to bill your secondary insurance for you with the information you provide at the time of service. You are responsible for following up to be sure the balance is paid by your secondary insurance or yourself in a timely manner.

CREDIT POLICY

If you have no insurance, you will be asked to pay at the time of service unless arrangements have been made in advance with the Patient Account Manager.

If your insurance company requires a co-pay, it must be paid at the time of service. Please do not ask us to bill you for this amount.

Payment of private balances must be made within 30 days of receipt of monthly statements. We understand that financial problems do arise from time to time. Please let us know if you need to arrange a payment plan. We ask that you notify us while your charges are current.

If a check or bankcard payment is dishonored by your bank for any reason, an additional \$25.00 handling fee will be assessed to your account.

REFERRAL AUTHORIZATIONS

If you belong to a managed care plan and need written referrals to see a specialist, we ask that you make certain we have the referral in hand at least three (3) days prior to your scheduled appointment. If no referral is received, you will be asked to pay for the visit at the time of service or reschedule your appointment.

FAILURE TO KEEP APPOINTMENTS

If you fail to keep a scheduled appointment without providing 24-hour notification, you may incur a fee. This charge will be applied to your account and will not be billed to insurance.