



Patient Notice of Billing Practices

Medical Services provided by AWC are payable at the time of service. We accept the following:

- Cash, Most Major Credit Cards, Personal Checks, Money Orders, and Debit Cards
- Payment plan options are offered for large patient balances through *Care Credit*. (Please ask someone in billing for additional information)
- Copayments and amount due for non covered services (including deductible) will be expected at time of service.

Private Insurance

We compliment our services with insurance claims submission. In many cases we are a Preferred Provider. Most private policies are billed as a courtesy to our patients. We allow a 30-day grace period for your insurance to respond to our claims. If the insurance does not respond to our claims within 30 days, the balance becomes due in full. If you have two insurances, we allow 30 days for the primary insurance payment and 30 days for the secondary insurance payment. If payment is not received from your insurance companies, the full balance is requested from the patient.

Medicare/Medicaid

We are currently accepting both Medicare and Medicaid. If you have either insurance and there is a co-payment required, it will be collected when services are rendered. Please understand that we are required to collect *at time of service*. Applicable waivers will be provided for signatures at appointment.

Tricare

As of January 1st, 2006 we no longer accept Tricare. This means that we will not bill Tricare nor will we accept their adjustments. We are happy to continue our relationship with our Tricare patients but will need to obtain payment in full when services are rendered.

Patient Credits

Patient credits will be refunded once all visits have been responded to by insurance. Obstetrical patients will have any credits on their visits applied to future visits or to their delivery. Once the delivery has been responded to by insurance, any remaining credit will be refunded. Any total balance or credit under \$10.00 will not be billed or refunded. These will be adjusted off as small balance write off.

Out of State Patients

Those patients who are here visiting Alaska and require our services will be required to make full payment when they are seen. We will provide you a receipt that you may use to submit to your insurance for reimbursement.

Our preference is ALWAYS to work with our patients directly; however, any balances that remain unpaid may be forwarded to Cornerstone Credit Services. Accounts referred to Cornerstone Credit Services are assessed additional fees. These fees are assessed by Cornerstone and are in addition to your clinic charges. Should you have a question regarding a collection balance due, we will direct you to a Cornerstone representative for resolution. Additional fees may be applied upon referral.

***I have read the above payment options and understand my financial responsibility to this organization.
If you have additional questions, please ask to speak to a billing representative, prior to your appointment.***

Patient or Guardian Signature

Date Signed