

## MSU Sports Medicine Financial Policy

Welcome to MSU Sports Medicine, a division of the MSU Health Team! Please take a few moments to review the following information concerning the payment & billing procedures of the services you will receive in our clinic. We have provided this information for you, because ultimately, you are responsible for all charges and payments for services rendered.

MSU Sports Medicine has two Billing Specialists on site to assist you with any questions or concerns you may have regarding billing and payment issues.

It is the responsibility of the patient to provide MSU Sports Medicine with the most up-to-date insurance information. Our physicians participate with many insurance plans and preferred provider networks. Please check with your insurance carrier to insure the physician of your choice is a participating member of your medical plan. As a courtesy to you, we will submit a claim for all physician services to your insurance company. Please be advised that unreported changes in medical insurance could result in billing delays and errors.

Co-payments and/or deductibles are the responsibility of the patient and will be expected at the time of service unless other arrangements have been made in advance. Should you have any questions regarding this service, please ask to speak with a billing specialist.

For your convenience, we accept cash, personal check, VISA, or MasterCard.

Patients who are uninsured must speak with a billing specialist prior to leaving the clinic to discuss and arrange payment options.

Billing statements will be mailed to patients with insurance coverage after their insurance carrier has made payment or denied the claim. The statement will reflect all charges not covered by your insurance company and any payments received. Payment is expected within 30 days. If no payment has been received within this time frame, a second statement will be sent. In the event that a third and final statement is required additional collection steps will be taken. At this time, a pre-collection letter will be sent and your physician will be notified as to the status of your delinquent account. He or she will then decide whether or not to turn the account over to an outside collection agency and discharge you from care. If the physician does choose to discharge the patient from additional care, notification will be made via certified mail.

Please note that MSU Sports Medicine is always willing to work with our patients and is willing to provide any assistance including creative payment options as necessary.

Thank you for taking the time to read this important information. Again, if you have any questions, please ask to speak with a billing specialist.

**I have read the above MSU Sports Medicine Policy & Procedure.**

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Patient or Responsible Party Signature

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Date