

# *Commonwealth Urology, PSC*

## *PATIENT FINANCIAL POLICY*

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Thank you for choosing Commonwealth Urology as your urology office. The following is a statement of our Financial Policy, which we require you to sign prior to any treatment. All patients must complete this form prior to seeing the Provider.

We are committed to providing excellent medical care at a fair and reasonable price. Our staff will be happy to discuss any fees or financial issues in advance or at the time of your visit. We will make every effort to work with you to file insurance claims and timely resolve any outstanding balances.

**Insurance:** Insurance coverage is a contract between you and your insurance company. Each insurance policy is individual and it is the member's responsibility to fully understand their benefits, eligibility dates, and what is covered or not covered by your insurance. If the insurance company has not processed and paid the claim within 90 days, then payment of the account will become the responsibility of the patient or legal guardian.

**Demographic Information & Insurance Cards:** It is extremely important that we have updated demographic data so that we will be able to contact you in the future. We also must have a current copy of your insurance card and a photo ID on file at all times. If your insurance changes, it is your responsibility to let us know as soon as possible and to inform us of the effective dates for your new policy. If prior encounters need to be refiled to a different insurance, you must notify us immediately due to Timely Filing requirements by your insurance. If we do not have your updated insurance information, then your claims may be denied for timely filing by your insurance and those claims would become your financial responsibility.

**Network Providers:** It is your responsibility to know if your physician is considered "in-network" by your insurance. Please call your insurance to verify and contact our Business Office, if there is any question regarding network eligibility.

**Co-pays, Co-Insurances & Deductibles:** I understand that any co-payments, deductibles and co-insurances are due from me at the time of service. I understand that I am responsible for any balance not covered by my insurance. We are required by Medicare/Medicaid to collect all co-insurances, co-pays and deductibles.

**Non-covered Services:** It is possible that your insurance may not cover certain procedures or treatment for certain diagnoses. Please be aware that you will be responsible for any non-covered services.

**Returned Checks:** I understand that I will be charged an additional fee of \$25 for any returned check.

**Cancellation of Appointments:** As a courtesy to other patients and the physicians, we require an advance notice prior to canceling appointments. Please call us if you are unable to keep your appointment. There may be a fee for failure to notify us in advance.

**Payment:** We accept Cash, Check, Money Orders, Mastercard, Visa, American Express, Discover and Debit Cards for payment. You may be contacted by our office at any of your contact numbers listed to attempt to resolve any outstanding balances. In the event that the account is not resolved, I understand that my account may be turned over to a collection agency and that I may be terminated as a patient of Commonwealth Urology, PSC.

**HIPAA:** I acknowledge that I have received a copy of the Notice of Privacy Practices from Commonwealth Urology.

**Outside Lab Services:** For labs not performed by our staff, we may utilize an outside lab company. Charges for these services are not controlled by Commonwealth Urology. Patients are responsible for knowing whether their insurance plan covers laboratory services and for making arrangements for payment with the servicing lab.

**Assignment of Benefits/Authorization:** I authorize payment of medical benefits to be made directly to Commonwealth Urology, PSC for services rendered. I further agree to be fully responsible for all lawful debts incurred for services provided.

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Signature of Responsible Party

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Relationship to Patient

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Date

Patient Name(s): \_\_\_\_\_

\* Additional information on our financial policies can be found on our website at [www.commonwealthurology.com](http://www.commonwealthurology.com).

\*\* Commonwealth Urology Business Office Direct Line: (859) 977-0265