**FLEX PHYSICAL THERAPY FINANCIAL AGREEMENT**

**MEDICAL INSURANCE BILLING**: As a courtesy to you, Flex Physical Therapy will bill your insurance carrier, however, you are ultimately responsible for payment of services you receive whether or not paid by your insurance. Flex Physical Therapy will verify your benefits, but this is in no way a guarantee of payment. It is your responsibility to know your policy coverage.

I authorize release of my medical records to my insurance provider at the minimum required to process my medical claim. I will keep in direct contact with my insurance provider to ensure payment in a timely manner. I understand I am responsible for ensuring any authorizations or referrals my insurance company requires are valid at the time of *each* visit.

 Initial:

I understand that I am financially responsible for all co-pays, deductibles, and any co-insurance balances due per my contract with my insurance provider, and for any balance not paid by my insurance provider. I understand that I am obligated to remit any payments made by my insurance directly to me to Flex Physical Therapy as soon they are received. I agree to pay for all collection costs incurred by Flex Physical Therapy in the collection of any balance I owe.

 Initial:

It is not our intention to cause undue financial hardship; however, in order to maintain our standard of care, we must collect our receivables as efficiently as possible. All patient balances, required by your insurance, are due at the time of each visit.

If at any time financial problems arise, please contact our Billing Department as soon as possible. We are happy to set up flexible payment arrangements for you.

Please note that finance charges in the amount of 12% per year, will be assessed on unpaid balances 90 days overdue.

By signing this agreement, it is understood that you, or as the guardian of a minor, understands and agrees to abide by our patient financial policy and accepts the conditions thereof.

Signed: Date:

 Signature of Patient or Legal Guardian

**NO SHOWS/LATE CANCELLATIONS:** Flex Physical Therapy strives to provide all our patients with the best possible care. In order to provide this care and for you to achieve your goals for recovery, it is essential that you keep all scheduled appointments.

* In order to do this, we are requesting that you provide us with a 24 hour cancellation notice. Failure to provide this notice prevents us from helping other patients during the time that you did not use. Therefore, failure to provide us with 24 hour notice will result in a charge of $50.00 for each missed visit. This missed appointment fee is *not* covered by your insurance plan and will be billed to you directly and payable at the next office visit.

 Initial:

* If you no show for a scheduled appointment, all subsequent scheduled appointments may be cancelled and will need to be rescheduled.

Initial:

* Additionally, if a patient is 15 minutes late to his/her appointment, we reserve the right to cancel the appointment.

Initial:

We do realize that on rare occasion emergencies or circumstances may arise beyond your control. We are sensitive to this fact and will address this as needed at the time of occurrence.