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Lee Medical,

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Financial Policy

Thank you for choosing Lee Medical as your health care provider. We are committed to providing you with the best possible health care. The following information is provided to ensure you are aware of and understand our financial policies.

Our office participates with a variety of insurance plans. It is your responsibility to:

1. Bring your insurance card to every visit
2. Be prepared to pay your co-pay and/or co-insurance at the time of service or to pay in full if you do not have coverage for your visit
3. If you have received a statement, please be prepared to pay any outstanding balance prior to being seen at your next appointment.

Please understand that medical insurance is a contract between you and your insurance company. It is your responsibility to know limitations, exclusions, deductibles and co-pays of your insurance plans.

We accept cash, checks, Visa, MasterCard, Discover and American Express for your convenience.

If a patient is a minor (18 years and younger) and are using a parent's insurance plan, the parent or guardian must sign below. The parent or guardian is responsible for any payment due at the time of service.

If you are unable to pay for necessary medical care, you may be eligible for financial assistance or a payment plan. It is your responsibility to inform us of your financial need prior to the visit. Please ask to discuss arrangements with our billing department.

Surgical Services and Office Procedures

Insurance benefits will be verified prior to all elective and non-elective scheduled procedures. Although we may have been informed by your insurance company that you have coverage, this does not mean the procedure will be paid. There is never a guarantee of payment until the claim is processed. Our office requires a copy of your credit card at the time of the procedure. In the event the insurance does not pay, services will be charged to the credit card on file. If you do not have coverage for the benefit at all, full payment is required prior to the procedure.

Compliant Coding

Please be aware that some, and perhaps all, services rendered may not be considered payable under some insurance policies. You will be responsible for these balances. Some insurance companies do not cover preventative care, such as annual exams. Medicare will only cover a routine gynecological exam every 2 years.

Routine and preventative services cause confusion for many patients. It is not uncommon for patients in the course of a visit to receive both treatment for a problem and preventative services. When this occurs, proper coding will be used which may result in a charge for both services. Your individual contract with your insurance carrier will determine how your insurance will pay. We make every effort to bill each visit with the proper diagnosis and procedure codes according to national coding guidelines. Please understand that we cannot make exceptions to our coding practices due to federal and state legal compliance concerns, and we are unable to bill for services other than those documented in your medical records.

Laboratory Fees

Most laboratory charges, such as Blood work, PAP smear and pathology tests, ordered through our office are billed directly to your insurance through the laboratory it was sent to. If you receive a statement from a laboratory, we request that you contact them directly to resolve any billing questions.

Missed Appointments/Billing Fees

We appreciate your help with a courtesy call, if you are unable to keep your scheduled appointment. Please notify our office at least 24 hours prior to your scheduled appointment to avoid a \$25 cancellation fee. There will be a \$30.00 fee for any returned checks.

It is your responsibility to inform our office of any changes in your insurance.

I have read and understand the above information and agree to comply with these financial policies.

Signature _____ Date _____

Patient Name _____