

**LIBERTY SURGICAL ASSOCIATES, PLLC**  
3124 N. WELLNESS DRIVE, SUITE 10, HOLLAND, MI 49424

**Our Financial Policy:**

We are committed to providing you with the highest quality surgical healthcare. If you have medical insurance, we will be happy to help you receive your maximum allowable benefit. To achieve this goal, we need you to understand our financial policy.

All patients must complete our PATIENT INFORMATION FORM before seeing the doctor.

Payment is due at the time of service unless other arrangements have been made previous to the scheduled office visit. If you have medical insurance, co-pays are due at the time of service. You are responsible for all insurance co-pays and deductibles.

-Insurance co-pays for office visits are due the day of your visit.

-Insurance deductible will be billed to you after your insurance company has processed your claim.

\*For your convenience, we accept cash, checks, money orders, Visa, MasterCard, AMEX, Discover.

**REGARDING INSURANCE**

Insurance is a contract between you and your insurance company. It is a negotiation between your employer and the insurance company. ***It is your responsibility to be aware of your carrier's rules, regulations, and payment policies, as there will be services that are NOT covered benefits.*** There may be co-pays and deductibles that will be your responsibility to pay and we are required to collect them. Please be aware that you are responsible for the timely payment of your account in the event your insurance does not make payment.

If necessary, we will send a preauthorization letter to your insurance company requiring preauthorization for a surgical procedure. Preauthorization from your insurance company only means that they will consider making payment on your surgical procedure up to the limits of their fee schedule and current policy benefits.

We cannot stress enough that ***you know your insurance policy and the coverage it offers.*** Be proactive and learn about any changes to your policy before your office visit. It may require a phone call to your insurance company or the Human Resource office of your employer.

If you do not have medical insurance, you will need to be prepared to pay the full amount of your visit unless other arrangements are made prior to your appointment.

Thank you and we look forward to serving your surgical healthcare needs!

Revised: 7/09/09