

provided and the coinsurance amount has changed, we will either refund or bill you upon final resolution of your account. Fees are ultimately the responsibility of the patient, whether your insurance company pays or not, and are due within thirty days of your receipt of Pinnacle Pain Medicine statement.

Nonpayment

Please be aware that patient accounts over 180 days without satisfactory payment will be turned over to a collection agency and patients will face possible termination from the program.

Returned checks

A \$25.00 fee will be charged for any returned checks and we will report bad checks to the District Attorney's Office. We will be unable to accept your check for any services thereafter.

Missed appointments

A scheduled appointment is a commitment of time between you and our practice, a time we have reserved just for you. If you are unable to keep a scheduled appointment, please cancel or reschedule your appointment at least 24 hours in advance to avoid a service charge and help us meet the needs of other patients. Patients who habitually fail to keep scheduled appointments and do not give a 24 hour cancellation notice will face treatment termination.

Children of Divorced Parents

Responsibilities for payment of patients, who are minor children, whose parents are divorced, rest with the parent who seeks the treatment.

Medical Records

Please direct all medical record requests or questions to your physicians' business office.

Charges for Forms

A \$30.00 fee will be charged for disability, life insurance, and other forms requested by a third party or patient.

Special Circumstances

We are aware that circumstances in our daily lives may vary. If you need to establish a payment plan or require additional assistance, please contact our Business Office prior to your scheduled appointment. Unless you have made prior arrangements for payment of your balance, our financial policy will stand.

Account Billing Questions & Refunds

Questions or concerns regarding your account or insurance claim should be directed to our business office staff. If your account has a credit balance, we will promptly release a refund check to you once your insurance carrier has processed all pending insurance claims remaining on your account. If you feel an error appears on the statement or if you have any questions or concerns please contact our billing office immediately at (972) 715-5000.

Printed Name

Signature

Date

Robert Black



05/23/2013