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5/14/15

**EFFECTIVE IMMEDIATELY---Patient Account Balances and Insurance Information**

Dear Patients,

In a continuing effort to provide the best medical care, access, and convenience to all our patients, Ballantyne Medical Associates requests that our patients know and understand their insurance plan benefits especially in regards to deductibles, co-insurance, or co-payment amounts prior to any visit. These are due at the time of your visit; per insurance contracts. If your insurance plan does not cover a service or procedure, you are responsible for payment of these charges. To find out what your insurance plan covers and what your financial obligation may be, please call the customer service of your insurance company and become familiar with your specific policy.

We recognize that these have been financially trying times and want to always take care of you and your family. However, it is the policy of our clinic that prior to being seen, **50% of any outstanding balance on your account be paid**. If you are unable to do so, we will work to arrange payment plans with you for a period of **3 months**. If your account is placed into collections you will be responsible for fees incurred.

You are responsible to notify us of your insurance and any changes in coverage; failure to do so may cause you to be liable to pay the entire bill. Therefore, please have your current insurance card with you at all times, as well as a photo ID. As an informed patient and consumer, you are integral to helping us maintain your health.

Patient Name (Please Print): \_\_\_\_\_

Patient Signature (or representative): \_\_\_\_\_ Date: \_\_\_\_\_

Sincerely,

Ballantyne Medical Associates Administration

