

## **Financial Policy**

Medical Associates is committed to provide our patients with high quality medical care in a cost effective manner. To accomplish this, we depend on receiving prompt payment for our services. We ask all patients to be aware of our financial policy.

Full payment is due at the time of service. All patients with insurance coverage are expected to pay any applicable copays, coinsurance or deductibles, as determined by their policies at the time of service. Patients are required to provide complete insurance information at each visit.

Patients are responsible for knowing the benefits covered by their insurance policies. Our services are documented to comply with federal law and will be billed accordingly. Verification that our providers are “in network” with an insurance plan is the patient’s responsibility. Patients are responsible for verification that all referrals or prior authorizations are attained before services are provided, as imposed by their benefit plan.

MANNM provides a variety of payment methods. We accept cash, checks, money orders, Visa, Mastercard, Discover and American Express. All patients who pay for their services IN FULL on the date of service will receive a 20% discount (some services excluded). This is only available to accounts that are in good standing. Payment plans are also available.

MANNM will charge a \$25 fee for all returned checks. There are also fees applied for missing an appointment without giving a 24-hour notice. The fee is \$30 or \$50, depending on the length and nature of the visit.

Interest of  $1\frac{1}{2}\%$  will be charged monthly (18% a year) on balances that are past 30 days due. If no payment has been received on a balance that is past 90 days due, the account will be transferred to a collection agency. This action will also result in termination of care for the patient from all providers at Medical Associates of Northern New Mexico.

---