

**Mark H. Montgomery, MD and Associates**  
Board Certified Otolaryngologists  
Ear, Nose, Throat, Allergy and Hearing Care

**FINANCIAL POLICY**

**Medicare Part B**

We accept assignment on all Medicare Part B claims. However Medicare only pays 80% of the approved amount. We will bill your secondary insurance for the remaining 20% but if you have additional insurance besides your secondary it will be your responsibility to forward the necessary paperwork to them. Any balance remaining after claims are processed will be your responsibility.

**Commercial Insurance**

We are contracted with numerous insurance companies but there are literally thousands of policies and each one is different. It is ultimately your responsibility as the subscriber to know and understand your participating provider options and medical benefits. *All copays will be collected at the time of your visit as mandated by your insurance. Any balances due after claims are processed will be the subscribers responsibility.*

**Non-covered Services**

Services not covered by your insurance will be your responsibility.

**Deductibles**

Every insurance policy including Medicare has an annual deductible and you the subscriber will be responsible for that amount. Please contact your insurance if you are not familiar with the guidelines and amount of your deductible.

**No Show Policy**

Failure to show for your scheduled appointment or failure to cancel within 24 hours will constitute a \$75.00 "No Show Fee". This charge will not be paid by your insurance and will be billed directly to you.

**Outstanding Balances and Delinquent Accounts**

It is the policy of our office that any account with an outstanding balance of \$150.00 or more must be addressed before further appointments can be scheduled. Any account balance outstanding past 90days will be considered delinquent and ready for collection activity.

**I HAVE READ THE ABOVE AND UNDERSTAND AND AGREE TO THE ARRANGEMENTS DESCRIBED. I HAVE QUESTIONED ANYTHING I DID NOT UNDERSTAND.**

**Signed** \_\_\_\_\_

*We accept Visa, MasterCard, Discover Card, American Express, cash and personal checks.*