

KOVACS



CHIROPRACTIC & NUTRITION CENTER

OFFICE POLICY

Welcome to Kovacs Chiropractic & Nutrition Center. Dr. Kovacs and the entire staff are dedicated to providing you with the finest in chiropractic and nutritional health care! Please take a moment to acquaint yourself with our office policies. Our policies are designed to enhance your doctor patient relationship.

FINANCIAL ARRANGEMENTS: Payment for care is due at the time of service for all co-pays, chiropractic treatments, exams, nutritional evaluations, consultations, and nutritional supplements. Cash, checks, Visa, and MasterCard are accepted.

INSURANCE: We are providers for Blue Cross Blue Shield and Medicare. **Copays are paid at the time of services** after benefits are determined. Until insurance benefits are verified by our staff, you are considered a cash patient. Patient acknowledges that insurance coverage verification which is obtained from insurance carriers by this facility is not a guarantee of benefits and that benefits are determined as claims are processed. If we are unable to obtain reliable information from your carrier, we cannot take assignment on your insurance; however, we will be happy to provide itemized bills. Acceptance of assignments is a courtesy representing a 60 day line of credit. You must understand and agree that health insurance policies are an agreement between the insurance carrier and yourself. We use a billing service for all of our chiropractic insurance related visits. After verifying your benefits at our office the billing service will be submitting visits directly to the insurance company. Any questions regarding the submittal process of the visits can be directed to the billing service. **PLEASE DIRECT ALL INSURANCE RELATED INQUIRIES TO COMPU-MED BILLING SERVICES, PHONE: 1-877-848-3757**

APPOINTMENTS: For your convenience, patients are seen on an appointment basis. We respect that your time is valuable too! Kindly give 24 hours advance notice, when possible if you must reschedule or cancel an appointment. If you are a first time patient and are scheduled for a nutritional evaluation you must give a 24 hour advance notice to reschedule. If you do not call to reschedule or cancel prior to your scheduled appointment you may be billed for the scheduled treatment. Leaving a message is acceptable. Should our facility need to contact you regarding appointment times or treatment, we will do so by calling the contact numbers you have provided. If necessary,

a voice message will be left at these locations unless you provide written instructions otherwise.

LATE PATIENTS: If you come in after your appointment time you may have to be re-scheduled or have to wait for an opening depending on the type of appointment you had scheduled.

WALK INS: We do our best to accommodate those in acute pain. Please do not abuse this service.

CHILDREN AS PATIENTS: Parents are expected to accompany children during examination. No child will be treated unless parents have signed and authorized treatment for their child.

*****PLEASE DO NOT SIGN THIS FORM WITHOUT READING AND UNDERSTANDING IT*****

**I have read and acknowledge the office policies of
Kovacs Chiropractic & Nutrition Center:**

SIGNATURE _____ **DATE** _____
CHILDS NAME (PRINTED) _____ **DATE** _____
PARENTAL SIGNATURE _____ **DATE** _____