

**Northwest Columbus Urology, Inc.**  
**Financial Policy**

Whether you are new to Northwest Columbus Urology, Inc. or we have had the pleasure of serving you over the years, we would like you to be aware of our financial policies.

Providing high quality medical care to you and your family is a matter of personal satisfaction for each one of our physicians. When you or your family member requires urologic care, we are happy to take care of your needs. When you utilize our services, you are responsible for the costs incurred. Understanding our financial policies is an essential element of your care and treatment. If you have any questions regarding our policy, please feel free to discuss them with our staff.

**PATIENTS WITH COMMERCIAL INSURANCE, MEDICARE AND MEDICAID:**

Please understand, as health care providers, our relationship is primarily with you, not your insurance company. As a courtesy and convenience to you, we will file claims for all our patients. We cannot bill your insurance company unless you give us current, accurate insurance information. You can help us by:

1. Bringing your insurance card with you at each appointment.
2. Paying your co-payment at time of service.
3. Contacting our central billing office if you have any questions regarding your account (they can be reached at 937-644-5240 Monday through Friday from 8:00am to 4:00pm).
4. Making sure we have your current address and phone number when there are changes.

If your insurance has an outstanding deductible which has not been paid, you will be asked to pay the portion of the deductible which pertains to the services of Northwest Columbus Urology, Inc.

Not all insurance plans cover all services. In the event your plan determines a service to be "not covered," you will be responsible for the complete charge. If your benefits have expired during the course of your care with us, you will be responsible for full payment of the charges incurred.

**SELF PAY PATIENTS:**

You are responsible for full payment of charges at the time of your first visit. Our staff will give you an estimate of the charges so you can be prepared to pay. Our patient accounts coordinator will work with you to determine a payment plan for subsequent charges.

**DISMISSAL FROM THE PRACTICE:**

Our staff will work closely with you to help you meet your financial obligations to Northwest Columbus Urology, Inc. However, if you do not pay your balance according to the arranged plan, your account will be turned over to a collection agency and you will be dismissed from the practice. A certified letter will be sent informing you of the action. Patients who are dismissed from the practice will be unable to make appointments with Northwest Columbus Urology, Inc. In order to be reinstated, any outstanding balance as well as an administrative fee must be paid in full.

**METHODS OF PAYMENT:**

We accept cash, checks, VISA, MasterCard, Discover Card and debit cards. For your convenience and with your authorization, we can automatically charge your credit card for any outstanding balance remaining after insurance has paid. Please note that we do not accept post-dated checks, nor will we hold checks for any length of time.

*I have read the above and understand my financial responsibility. I understand that no guarantees have been made to me about my insurance coverage, and I do not hold Northwest Columbus Urology, Inc. or Dr Gregory S Knudson or staff responsible for my insurance coverage. I understand that I am responsible for payment for the services provided by Northwest Columbus Urology, Inc.*

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Patient Signature/Date

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Witness Signature/Date