

**OFFICE POLICY**

**PATIENTS WITHOUT INSURANCE:**

**1. 100% of the first visit is to be paid in full at the time services are rendered.**

2. We offer flexible monthly payment programs to those who qualify.

3. Our office accepts cash or checks.

**PATIENTS WITH INSURANCE – MOST INSURANCE CARRIERS COVER CHIROPRACTIC**

1. After verification of your insurance coverage we will accept payments directly from your carrier. (This will save you from paying the total charges in full as services are rendered)

**2. Patient is responsible for all uncovered services at the time services are rendered (i.e. deductible, co insurance, lab work, supplement, supports, etc…)**

3. Patients must stay current with their co insurance payment weekly.

**4. Your insurance is an agreement between you and your insurance company, therefore, this clinic does not promise that your insurance will pay the charges and will not enter a dispute with an insurance company over reimbursement.**

5. If you have secondary insurance we will provide the claim for you to process.

6. When all insurance checks have been received, if there is an overpayment, we will credit this to your account.

**7. Wellness or Maintenance care patients (those being treated every 2 weeks or less) must pay for services when rendered.**

**8. Our office gives an insurance company 90 days from an incurred charge to pay their portion. If for any reason they do not pay in 90 days, then the balance becomes the patient’s responsibility and is due and payable at that time.**

I understand that by signing below I give Oakland Family Chiropractic Center LLC permission to print my full name on their referral board when I refer a friend or family member to Dr. Darren G. Hartung for chiropractic care.

There will not be a charge for appointments rescheduled 24 hours in advance.

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_