

## **KALAMAZOO COMMUNITY CHIROPRACTIC BASIC FINANCIAL POLICY**

Welcome to our office! The following basic financial policy for our office has been designed to allow us to offer affordable quality care for you and your family.

1. Payment is due at the time services are rendered. We accept cash, check, VISA and Mastercard for your convenience.
2. All supplies, nutritional supplements, or supports are to be paid for on the day they are prescribed and given.
3. We will supply you with a receipt that has all the information necessary for you to submit to your insurance carrier for reimbursement. Be sure to note your membership number on each receipt prior to mailing. Most reputable insurance companies will respond to their contract insured (you) within 12 to 30 days with reimbursement. *We highly recommend that you contact your insurance carrier to verify your chiropractic coverage.*
4. A current credit card must be on file if you do not pay at the time of service. All unpaid charges will be billed to your card on the last business day of the month.
5. Payments on accounts due must be made on a timely, regular basis during the month.
6. Medicare and Worker's Compensation are special cases and, by law, must be treated differently. If this applies to you, please notify us IMMEDIATELY.
7. We are here to help you raise your levels of health. If you have ANY questions or concerns about this policy, please ask Janet Graham, our Director.

I have read and understand the above basic financial policy of Kalamazoo Community Chiropractic.

DATE: \_\_\_\_\_ SIGNED: \_\_\_\_\_