

# Office Policy

## Mountain Spring Chiropractic Center, Inc.

Welcome to Mountain Spring Chiropractic Center, Inc. We are happy to have you and are here to help you in any way we can. This information is to explain our office policies. We do not accept individuals for treatment unless we believe we can help them. Please feel free to ask us any questions.

Our office is a participating provider with Medicare and we will process the claims for you. In the event that Medicare and / or your supplemental insurance does not pay for services rendered, you will be responsible for those charges.

You agree to authorize Dr. Elizabeth Kautz Koch, D.C. to release all medical information to Medicare and / or your supplemental insurance carrier to complete payment of your claims.

For self-paying patients, payment in full is expected at the time of service. In the unlikely event that your account is referred to collection, you will be responsible for all costs of collection which will be no less than 25% of the balance due plus the cost of court filing fees to enforce said collection.

There will be a \$35.00 service charge for bounced checks.

As a courtesy we offer you appointment cards to assist you in keeping up with your busy schedule. Please make every effort to keep your appointment or call us within a 24 hr. notice if a cancellation is needed. Please see the cancellation, rescheduling, no show, and habitually late policy.

Dr. Koch welcomes questions about your condition, your diagnosis and your treatment options. Dr. Koch expects your healthcare to be a "team" effort. We respect our patients and our office maintains the highest ethical standards on our patient's confidentiality.

We thank you for choosing Mountain Spring Chiropractic for your structure needs.

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I certify all information reported is true and correct. I have read, understand and agree to all the terms of the above office policy.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Revised 10-8-18