

## Financial Policy

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Name: \_\_\_\_\_

Account #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Alexandria GastroIntestinal Specialists (AGIS) has a responsibility to provide quality healthcare services to patients. The following are general financial policies. If you have any issues with payment arrangements, please discuss with a member of our staff.

- **Insurance:** We will file claims on all visits and procedures, whether they are delivered in our office or the hospital. When we file a claim on your behalf, it is the understanding that the insurance company will pay AGIS directly. You are responsible for payment of all deductibles, co-insurance, copayments, and non-covered services. Please remember insurance coverage is a contract between the patient and the insurance company. The ultimate responsibility for understanding your insurance benefits and for payment to your doctor rests with you.
- **Past Due Accounts:** Patients who have not made an effort to make payment arrangements or have not expressed an interest in meeting their financial obligation to us may be turned over to a collection agency. Patients who have allowed their account to be turned over to an agency will be expected to satisfy their financial obligation to us, and to pay for any future services in advance, before being seen by our physicians.
- **Out of Network Services:** AGIS does not make any guarantees that any laboratory, anesthesiology, or other professional services are in-network providers for your contracted insurance plan. You are responsible for any professional charges in conjunction with the services you receive at the facility whether these services are considered in or out of network with your insurance plan.
- **Non-Covered Services:** You have scheduled a visit with one of our physicians or nurse practitioners that the physician believes to be relevant to evaluate, monitor, and protect your health. However, Medicare and certain other insurance companies will only pay for services that they determine to be "reasonable and necessary". If it is determined by your insurance company that your visit with a physician at AGIS is not "reasonable and necessary", then they will deny payment for that service. Denial of payment by your insurance company does not mean that you do not need to visit with the physician or nurse practitioner.
- **Procedures:** An office visit prior to the performance of any procedure is necessary in order to evaluate the patient's general health. In addition, this will ensure that the patient is well informed about any recommended procedure and allow the opportunity to obtain informed consent for the procedure. We are required to inform you that your insurance company may not cover certain procedure or office visits and that you are responsible for payment.

Patient Statement- I have been informed of Alexandria GastroIntestinal Specialists' financial policy and agree to its terms. I have been notified that Medicare and other insurances may deny payment for certain services. If my insurance company deems me responsible, I am required to make necessary payments for all services provided.

\_\_\_\_\_  
Signature of Patient or Legal Representative

\_\_\_\_\_  
Date

## Other Information

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- Our office hours are 8:30am to 12 Noon and 1:00pm to 5pm, Monday through Thursday; 8:30am to 12 Noon on Friday.
- Dr. Morrison and Dr. Gosserand will see you for hospital stays at Cabrini Hospital if a consult is required.
- Dr. Morrison and Dr. Gosserand perform outpatient procedures at Cabrini Hospital and Central Louisiana Surgical Hospital (CLSH) on Bolton Avenue.
- Should you require refills on prescriptions, all requests are sent to the nurse and may take up to 48 hours to be processed.
- All calls are sent to the nurses' voicemail and will be answered as quickly as possible but may take up to 24 hours.
- I acknowledge that the office of AGIS has notified me of the option to access my medical records through the Patient Portal and HIE (Health Information Exchange). I have chosen to
  - Accept** Email Address: \_\_\_\_\_
  - Decline**