

## Guarantor Financial Agreement and Authorization for Treatment

### PRACTICE POLICIES

- New England Pediatrics accepts cash, check or credit card as a form of payment.
- You will receive a monthly statement if you have a balance due. Patient balances more than 30 days overdue are subject to an 18% annual interest charge.
- If we must refer your account to a collection agency or law firm to collect an unpaid balance, you will have to pay the costs of collection as well as the unpaid balance in order to remain a patient of our practice.
- If your account is placed in collection for failure to pay an outstanding balance, we reserve the right to discontinue our services. If we take this action, we will send you a medical records release for your signature so that you may transfer care and records to a new physician.
- You are responsible for any bank charges associated with checks not honored by our bank.
- If there is an outstanding patient balance for more than 60 days, we cannot schedule well child care.
- Well visits not cancelled 24 hours before the scheduled time are subject to a \$50 charge. Sick visits not cancelled at least 2 hours prior to the scheduled time are subject to a \$25 charge.
- New England Pediatrics reserves the right to charge a reasonable and customary fee for the completion of forms and applications and the preparation of medical records for transfer. Payment is due upon receipt of the document(s).

### IF YOU HAVE PRIVATE INSURANCE

- Professional services rendered are charged to the patient. Payment is expected when services are rendered.
- We will not bill your insurance company. New England Pediatrics will provide you with an "Attending Doctor Statement" or "Encounter Form" at each visit so that you may file a claim with your insurance company.

### IF YOU HAVE A MANAGED CARE PLAN IN WHICH WE PARTICIPATE

- If you have a managed care plan in which we participate, you are responsible to provide us with current and accurate insurance information at each visit.
- You are responsible for fees incurred if we do not have your current insurance information at the time of service.
- Co-pays must be paid at the time of service. Failure to do so will result in an additional \$10 charge.
- Your child's name should appear on your insurance card (plan dependent).
- If a doctor's name is required on the card as your Primary Care Provider (PCP), it must be the name of a New England Pediatrics doctor, otherwise full payment may be due at the time of the visit.
- You may be responsible for fees if routine services provided are not covered by your insurance plan, or if your insurance company denies payment for covered services.

I, \_\_\_\_\_ *print name of responsible party*  
authorize New England Pediatrics to treat my child/children. I have read and agree to the financial terms outlined herein.

\_\_\_\_\_  
SIGNATURE OF RESPONSIBLE PARTY

\_\_\_\_\_  
DATE

\_\_\_\_\_  
RELATIONSHIP TO PATIENT

ROSEMARY E. KLENK, MD • DOROTHY A. LEVINE, MD • ALAN H. MORELLI, MD • TODD R. PALKER, MD • JASON M. DAVIS, MD

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