



Camden Bone & Joint
Orthopaedic Surgery and Sports Medicine

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Pg. #1

PRACTICE FINANCIAL POLICY

Our practice would like to thank you for choosing us for your Health Care. Our staff and the physicians are here to provide you with quality health care and a caring service. In addition to the medical care we would like to help you understand our financial policies. To assist you we have outlined our policy in this document. If you have any questions, please feel free to discuss them with our staff either in person or call 803-432-4498.

Unless either you or your health insurance company has made arrangements in advance, **full payment is due at the time of service.** This will allow us to provide you with quality medical care by ensuring we are able to meet our financial obligations.

For your convenience we accept, **cash, checks, visa, or MasterCard.** There will be a service charge of \$30.00 for any returned checks.

Please be aware if your financial balance remains unpaid after 3 months you will start to accrue monthly accrual charges, a sum of \$4.00 additional to your current balance will be added to your balance. After 6 monthly billing statements and arrangements have not been made with our staff and your account becomes delinquent your account will be turned over to our collections. You will then be responsible for your balance and any collections fees will be added on to your account balance. Please help us by keeping your bill current.

Revised 2/19/07

YOUR INSURANCE

Your insurance coverage is a contract between you and your insurance company.

We are providers for many insurance plans. If your insurance requires deductible or office visit co-pay **you** will need to pay that at the time services are rendered. We will file all insurances that we are contracted with and will try to help you with the few we are not so that you will get reimbursed for payment. If you are a Medicaid Recipient you will need to pay \$2.00(unless you are under 19). The co-pay amount must be paid on the day of service. In the event your insurance decides something is not covered you will be held responsible for the bill. In that event we will bill you and payment is due upon receipt of your statement.

While under treatment for some diagnosis the physician may need to prescribe some soft goods to aide in your recovery. We hope that these items will be covered items but sometimes aren't (ex. some foot items for your shoes, Ace bandages to aide with dressings, and slings to help support your upper extremities.) Our employees will let you know at the time they apply these items how much you will need to pay. If you have any questions please do not hesitate to call.

If you require surgery we will schedule a time at your convenience. Please let us know if you need to change the date of your procedure with as much advanced notice as possible. Our staff will also go over your financial responsibility for that charge at the time we schedule the procedure.

If you do not have insurance, payment is expected at the time of service. If payment in full is not possible at the time of service, arrangements must be made prior to services being rendered. This can be done by contacting our Office staff.

APPOINTMENT POLICY

In order to provide the best service and availability to all our patients, please call as early as possible if you will need to reschedule your appointment.

If you call and inform us that you will be late, we will try to see you depending on the doctor's schedule but you will have to be worked in between other appointments.

After three missed appointments you may be dismissed from our practice.

Test Results

Pg3

We will not contact you if your test results were within normal range. We will contact you if there is a problem. After scheduling a test you usually will be schedule for a follow-up appointment so the doctor can explain the results and give you any other choices of treatment.

Prescription Policy

Please bring all medications (even those received from another Physician) with you, or a current list of meds and directions.

All medication requests must be requested during office hours so that the physician has access to your medical record. **Under no circumstances will they call in medications after 5:00p.m. The nurse will call in your medications on the same day you requested. Please check with your pharmacy to see if it has been called in.**

Printed Name of Patient or Responsible Party

Signature & Date