



ST. JAMES FAMILY MEDICINE – DR. AMY FORREN

St. James Family Medicine will file insurance with most insurance companies as a courtesy to our patients. Please note that ultimately, you the patient are responsible for payment of charges incurred for services. In some cases laboratory work will be ordered. If you are not aware of a special laboratory used by your insurance company or about a special procedure that must be followed, you may end up not being able to use your insurance benefits.

COPAYS: Some insurance companies require a co-payment. Our contracts with these companies require that we collect this from the patient at the time of service. To facilitate patient flow, we may ask that you pay your co-pay at the time of check in or check out.

MEDICARE: We will gladly file your claim with Medicare. Any unpaid deductible will be collected at the time of service. Any service not covered by Medicare will have to be paid for by the patient.

SELF-PAY: Self-pay patients will be required to pay for service at time of visit. In some cases, you may be asked for payment prior to the visit.

MEDICAID: St. James Family Medicine accepts Medicaid and specific Medicaid HMO insurances.

COVERED SERVICES: Some times testing or other services are not covered by your insurance company although requested by your provider. Please note that it is your responsibility as the insured to check with your individual company about benefits.

Please note we will have a \$5.00 charge for completing all disability and pre-determination forms. In addition a 65-cent per page charge for copies (governed by SC Statue 38-77-341) of medical records that need to be attached will also be charged and are due and payable before we can release these forms.

If you make payment plan arrangements with our office, you are expected to keep them. Failure to maintain payment plans may result in dismissal from our practice. In some cases when payment plans are not met and payments are not made, Roper/St Francis Medical Care – Geriatrics may send unpaid balances to collection agencies, which may harm your overall credit. In some cases we may also file a complaint with small claims court.

I have read and understood the above.

Patient/Guardian Signature

Date