



### **Who Owns X-rays and Medical Records?**

Original X-ray and other images are a property of the facility in which they were performed. If we request X-rays for you, we will return any originals to that facility within 30 days. All other records are a property of LifeLine Chiropractic Center. We will gladly supply copies of your records to you, or directly to a third party. There is a standard copy charge for records as per HIPPA regulations: \$30.00 for copying 10 or fewer pages; .50 per pages 11-50 and .25 per each additional page over 50. There is an additional charge of \$5.00, if you require your records to be processed and/or mailed first class, within 7 business days after the date of the request. You will be asked to sign a release for us to send these records for you.

### **Financial Policy**

In order to avoid any misunderstandings or embarrassments, LifeLine Chiropractic Center makes the following explanation: **ALL accounts are due and payable upon receipt of a statement unless other arrangements are made.**

**Please check one of the following:**

- I will pay in full at each visit.
- I agree to directly assign my rights and benefits of my Insurance policy. I will pay, in full, at each visit until my deductible has been met. After that point, I will pay my portion of co-payment at each visit.

Your insurance is a contract between you, your employer and your insurance company. We are not a party to that contract. For your convenience, we will submit your charges to your insurance company. If we are contracting providers for that insurance company, we will reduce your charges to those allowed by your insurance.

Not all services are covered benefits in every contract. Some insurance companies arbitrarily select certain services they will not cover, such as supplements, orthopedic supplies and written reports requested by the insurance company for claim processing.

If you have dual insurance coverage, please let us know that before your first visit. We will also submit to your secondary insurance carrier. If you do not inform us at the first visit, there will be a \$20.00 hourly charge, minimum one hour, to research and submit those dates of service you wish to submit to your secondary insurance company.

We must emphasize that as Chiropractic Physicians, our relationship is with you, NOT with your insurance company. While the filing of insurance claims is a courtesy that we extend to our patients, all charges are your responsibility.

Any account which is over 90 days past due may be turned over to a collection agency and will accrue a finance charge at the rate of 2% PER month or 24% PER year. We will try to work with you by setting up financial arrangements if your account becomes past due.

A \$20.00 Missed Appointment charge may be added to your account if you do not cancel your appointment at least 12 hours prior to the scheduled time. Your insurance does NOT cover this charge.

A \$30.00 Returned Check charge will be added to all returned checks.

***If you have any questions about the above statements, PLEASE don't hesitate to ask us. We are here to help you.***

**I understand and agree to the terms of this financial policy.**

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Signature of Patient or Legal Guardian

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Date