

Total Body Chiropractic

Office Policies

- A \$40 NSF check fee will be charged for all returned checks from your bank.
- All out of pocket estimates given are **estimates only!** Although we try to give you the most accurate estimate of insurance benefits possible, we will not know how your insurance will pay until we receive payment from them. Please note that it may take months before we are paid by your insurance. If there is a balance on your account after your insurance has made payment, it will be owed by you.
- **It is the patient's responsibility to know their own insurance benefits.** As a courtesy to our patients, we will be happy to verify any insurance and file any claims, but this does not guarantee payment by your insurance company.
- All deductibles, co-pays and patient portions will be **due on the date of service.**
- A 33% fee will be added to any account that is sent to a collection agency. This fee will then be owed by the patient. This fee is added because the collection agency gets a minimum of 33% of fees they collect, and Total Body Chiropractic gets the remaining balance. This fee is only added to recoup fees lost to the collection agency.
- If an unpaid bill is large enough to pursue legal litigation, the patient will be responsible to reimburse Total Body Chiropractic for any legal fees, lost time from work, or any other expenses that arise from such litigations.
- **A \$50.00 fee will be added to your bill for a no call/no show on scheduled appointments.**

I, _____, have read, understand and accept the above policies.
(Print Name)

Signature: _____ Date: _____