

Endoscopic Services, P.A.  
1431 S. Bluffview Ste 215  
Wichita, KS 67218  
Phone 316-687-0234 ext 208

## **Patient Financial Responsibility/Credit Policy**

Insurance Claims- Endoscopic Services, P.A. files claims electronically to your insurance on your behalf. It is the patient's responsibility to provide us with the current, correct insurance information to process your claim in a timely manner. Your insurance company should process your claim within 30 days. Deductible and co-insurance are applied according to your insurance plan guidelines. Patients are responsible for paying a portion of their deductibles and co-insurance before time of service and the remaining balance upon receipt of your statement unless other arrangements have been made with the business office. All co-pays for outpatient procedures need to be paid before time of service. Endoscopic Services, PA will call to discuss benefits and payment options to those patients that have not met insurance benefits for the calendar year. **Patients that do not make payment before or at time of service will have their procedure rescheduled.**

If your insurance does not process your claim in a timely manner, the billed amount will be turned to you for payment in full.

Self-Pay Patients (no insurance coverage): Patients without insurance should pay for services at the time of appointment unless special arrangements have been made through the business office (316-687-0234 ext 208)

Payment Options: We accept cash, check, debit, or credit cards- MasterCard, Visa, or Discover.

Patients Accounts in Good Standing: Prompt payment on the account upon receipt of the statement. If the patient cannot make a payment in full, the patient contacts the business office to set up reasonable monthly payment arrangements. If the patient has made a special payment arrangement, the patient makes agreed monthly payments.

Past Due Accounts/Delinquent Accounts: Accounts not paid in full after 90 days, accounts not paid according to agreed monthly payment arrangements, and accounts with no response by the patient are subject to professional collection action. Additional finance charges and additional delinquent/administrative charges will be added to all accounts turned to collections. A minimum of \$5.00 finance charges and a minimum of \$25.00 delinquent/administrative fee will be added to the account.