



Mountain State Medical Specialties, Inc.

Self -Pay Financial Policy

- Patients that present without valid insurance information are considered a Self -Pay Patient.
- Prior to the time of service **\$85.00** will be collected and applied towards the current visit. The office visit charge will vary depending on the extent of the service and may be more than \$85.00.
- Fees for procedures, testing, injections, labs and pathology will be charged in addition to the collected self-pay fee.
- Please be aware that if you are having a biopsy, additional pathology charges will be billed.
- Please be prepared to make a payment, or set up a payment agreement, for any fees exceeding the initial **\$85.00** upon checkout.
- If submission to an insurance company becomes appropriate we will be happy to assist you. Please contact our financial department at (304)423-5044 or (888)681-3376 option 5. You will be required to fax or provide a legible copy of the front and back of your insurance card for our records. You can fax your insurance information to **(304)423-5308**. Please document the patient’s account information carefully.
- If your insurance processes your claim after you have paid, our financial department will review and apply credits as appropriate. If any amount is due to the patient, a refund will be issued as soon as possible.

Forms of Payment: We accept Cash, Check, Master Card or Visa in the office. We accept 4 major credit cards on our website (msmswv.com) through PayPal.

Patient Agreement to Terms:

I understand if my balance is not paid in full at the time of service I will receive a statement for the remaining balance and acknowledge I am responsible for settling the balance on my account.

I have read the Self-Pay Financial Policy and understand all statements listed above. All questions have been addressed and answered to my satisfaction.

I agree to make regular monthly payments until my balance is paid in full.

Patient/Guarantor Signature

Witness

Date

Date

Comments: _____