

**COLON & RECTAL SURGERY ASSOCIATES
DRS. MEESE, TOLLAND RITTER AND WILLIAMS
VESC, INC
PORT ORANGE ENDOSCOPY & SURGERY CENTER, INC.**

FINANCIAL POLICY GUIDELINES

We accept cash, personal checks, Visa, Master Card or Discover.
Returned checks are subject to a service charge

- Self-pay patients are responsible for full payment at the time of service
- Request for special payment arrangements must be made PRIOR to visits and/or procedures.

Co-Payments, deductible and any outstanding balances, will be collected at the time of service
Referrals and authorizations must be obtained prior to visits and procedures.

At each visit, you will be asked to provide your insurance card(s). As a courtesy, we will file your insurance claim. If payment is not received from your insurance company within a reasonable time, the balance becomes patient responsibility. Any balance on your account after 90 days, including those that your insurance has not paid, can result in collection action

We realize that emergencies do arise and may affect timely payment on your account.
If such extreme cases do occur, please contact our insurance/billing department at
(386) 672-0017, extension 327

Please note: For procedures performed in our surgery centers, VESC Inc. or Port Orange Endoscopy & Surgery Center, Inc., there will be two statements. One is for the physician's charges and one is for the facility fee.

CANCELLATION POLICY: If you find it necessary to cancel and reschedule your Colonoscopy or procedure appointment, we require a two BUSINESS DAY notice. If you do not give two business days notice, or you do not show for your appointment, we will require a \$100 non-refundable deposit in order to reschedule your appointment. This deposit must be paid prior to receiving a new appointment, and as long as you keep that appointment, the deposit will be applied to your bill. Any remaining monies will be mailed to you after the fees have been paid.

I, _____ have read and understand the financial policy
Patient's Name (PLEASE PRINT)

Patient's Signature

Date

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