

## **Illinois Cardiovascular Specialists Financial Policy**

Thank you for choosing Global Care S. C. (dba Illinois Cardiovascular Specialists) as your healthcare provider. We know you have a choice when choosing your medical provider and hope that we meet your expectations. A clear understanding of our patient financial policy is important to our professional relationship. Please understand that payment for services is part of that relationship. Please ask us if you have any questions about our fees, policies, or your responsibilities. It is your responsibility to notify the office of any patient information changes such as address changes, name changes or changes in insurance providers.

### **Co-Pays**

The patient is expected to present an insurance card at each visit. All copayments must be paid at the time of service. There will be no exceptions for this. If a copayment cannot be made our provider cannot see you that day.

### **Self-pay patients**

Self-pay patients will be required to pay \$250 for any initial consultation and \$175 dollars for any subsequent visits. Any remaining balance will be billed to the patient.

**Referrals and pre-authorizations** Due to the many changes in insurance policies it is no longer an easy task to interpret each individual policy. **It is your responsibility to know your individual policy.** Certain health insurances such as HMOs require that you obtain referral from your primary care provider before visiting a specialist. If your Insurance company requires a referral, you are responsible for obtaining it. Failure to obtain a referral could result in **the patient** being responsible for **all costs** incurred. We will be unable to see you if you do not properly obtain a referral. Pre-authorization will be obtained by our office for any testing ordered by our physicians. Understand that pre-authorization is not a guarantee of payment. You are ultimately responsible for payment of services rendered if your insurance carrier does not pay for any reason.

### **Payment balances**

In order to provide a high level of service and to continue to run our independent practice we expect full payment at the time of service. We accept many insurance plans currently offered in the Chicago Area. It is our responsibility to accurately and quickly bill your insurance provider(s) on your behalf.

If a patients' balance after insurance remittance is \$250 or less, we expect full payment within 30 days of sending you a billing statement. If a patients' balance after insurance remittance is greater than \$250 we expect at least a \$250 payment within 30 days of your billing statement. Any remaining balance will

RAJA SHARMA, MD, FACC, FSCAI  
JOEL D. ROBBINS, MD, FACC, FSCAI



JACK V PINTO, MD, FACC, FSCAI  
DOUGLAS TOMASIAN, MD, FSCAI

be expected to be paid off in full within 6 months of the first billing statement. We will require a valid credit card on file and your card will be charged monthly, after the first 3 months balances that have not been paid in full will incur a monthly non-adjustable service charge of \$20. Accounts not paid in full after 6 months will be turned over to a licensed collection agency and will be subject to any applicable placement fees. At this point the patient most likely will be discharged from the practice.

**Missed appointments**

Illinois Cardiovascular Specialist requires 24-hour notice of appointment cancellation. Appointments missed and not previously canceled maybe charged a fee of \$50.00.

**Returned checks**

The charge for return check is \$35 dollars payable by cash or money order. This will be applied to your account in addition to the insufficient funds amount. You may be placed on a cash only basis following any returned check.

This financial policy helps the office provide quality care to our valued patients. If you have any questions or need clarification of any of the above policies, please contact or ask us.

**Fees:**

Cancellation/ Reschedule less than 24hrs	\$50.00
No show for appt	\$50.00
Lexiscan/Myoview Stress test Cancelation less than 24 hrs / use of Caffeine	\$250.00
Return check fee	\$35.00
FMLA/ Disability forms/work release Paperwork/ Forms	\$50.00
Medical Records	Based upon Illinois State Guidelines

---

(Patient / Guardian Signature)

---

Date

### PATIENT ACKNOWLEDGEMENT FORM

Our Notice of Privacy Practices provides information about how we may use and disclose protected health information about you. The Notice contains a Patient Rights section describing your rights under the law. You have the right to review our Notice before signing this consent. The terms of our Notice may change. If we change our Notice, you may obtain a revised copy by contacting our office.

You have the right to request that we restrict how protected health information about you is used or disclosed for treatment, payment or health care operations. We are not required to agree to this restriction, but if we do, we shall honor that agreement.

By signing this form, you consent to our use and disclosure of protected health information about you for treatment, payment and health care operations. You have the right to revoke this consent, in writing, signed by you. However, such a revocation shall not affect disclosures we have already made in reliance on your prior consent. The Practice provides this form to comply with the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

The patient understands that:

1.) Protected health information may be disclosed or used for treatment, payment or health care operations; 2.) The Practice has a Notice to Privacy Practices and that the patient has the opportunity to review this Notice; 3.) The Practice reserves the right to change the Notice of Privacy Policies; 4.) The patient has the right to restrict the uses of their information but the Practice does not have to agree to those restrictions; 5.) The patient may revoke this consent in writing at any time and all future disclosures will then cease; 6.) The Practice may condition treatment upon the execution of this consent.

Patient Name (print): \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Patient Signature: \_\_\_\_\_ Phone: \_\_\_\_/\_\_\_\_/\_\_\_\_

Authorized Person(s) who can receive/discuss medical information on your behalf:

\_\_\_\_\_ Phone: \_\_\_\_/\_\_\_\_/\_\_\_\_

Authorized Person(s) relationship to Patient: \_\_\_\_\_