



PATIENT FINANCIAL RESPONSIBILITY FORM November 2013

Welcome to Metabolic Leader LLC, PA. We are pleased you have chosen our practice and we will strive to exceed your expectations. Our primary goal is to work with our patients to help them achieve the best possible clinical outcome and a positive patient experience. We welcome suggestions that will help improve the care and service you receive. We would like to take this opportunity to provide you with some important information regarding some of our policies and procedures.

Insurance

Metabolic Leader LLC, PA participates with some, but not all, insurance programs. A list of the companies with whom we participate is available upon request. If you are a member of an insurance plan with whom we participate, we will submit claims directly to your plan on your behalf and accept their contracted rate as payment in full. **You are responsible for paying the appropriate deductible and co-insurance as determined by your insurance company. This will be due upon receipt of a billing statement from our office. However, your co-payment, determined by your insurance company, is due at the time of service prior to your appointment.** Please note that a quotation of benefits by your insurance company may vary from the final determination of benefits during claims processing. Your insurance policy is a contract between you and your insurance company. If you have any questions about how benefits were determined, you need to contact your insurance company directly.

If you are a member of an insurance plan with whom we do not participate, we will provide you with the appropriate paperwork for you to submit a claim to your insurance company. You will be responsible for paying Metabolic Leader LLC, PA the full fee at the time of service.

Payment Options

We accept cash, checks, and various credit and debit cards.

No Shows/Late Cancellations

We ask that you contact our office at least 48 hours in advance if you will not be keeping an appointment, so we can offer the time to another patient. Excluding bad weather and emergencies, habitual late cancellations and no-shows may result in a \$50 charge billed directly to you, not your insurance company.

Managed Care Programs (HMO, POS, PPO, etc.)

Many managed care programs require referral authorization for specialty services. Please familiarize yourself with your insurance company's referral authorization requirements. If the appropriate referral authorization has not been received in our office prior to your visit, you may be responsible for the full fee. It is important for you to remember to contact your PCP before seeking services from another physician.

Information Changes

It is your responsibility to keep Metabolic Leader LLC, PA informed of any changes in your demographic and insurance coverage information. If you fail to do so, you may be responsible for charges for services rendered at our full fee. If you need any referrals, prescriptions, etc. we need to have updated information to do the job correctly for you.