



# OFFICE POLICY

**CONSENT FOR TREATMENT OF A MINOR:** As parent and/or legal guardian, I authorize Avid Physical Therapy to treat \_\_\_\_\_ (minor's name) while I am not present.

**CONSENT FOR CARE & TREATMENT:** Your Physical Therapist will complete an evaluation by examination and interview. Your individual treatment program will then be designed. A variety of treatment techniques may be used. I the undersigned do hereby agree and give my consent for Avid Physical Therapy to furnish physical therapy care and treatment considered necessary and proper in evaluating or treating my physical condition.

**ASSIGNMENT OF INSURANCE BENEFITS:** I hereby authorize Avid Physical Therapy to furnish information to insurance carriers concerning this treatment and I hereby assign all payment for services rendered.

**WORKERS' COMPENSATION CLAIMS:** If you claim Workers' Comp benefits and are subsequently denied such benefits, you may be held responsible for the total amount of charges for services rendered.

**CANCELLATION & NO-SHOW POLICY:** We require 24 hours notice in the event of a cancellation. The charge for cancellation without proper notice is \$65 for a physical therapy visit. This charge will not be covered by insurance, but will have to be paid by you personally prior to receiving additional treatment.

**CO-PAYMENTS:** Per our contacting guidelines, co-payments are due at the time of service.

**NON-SUFFICIENT FUNDS:** Checks returned for Non-Sufficient Funds may be subject to a \$25 processing fee.

\_\_\_\_\_  
Patient/Guardian/Responsible Party Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Please print name

**FINANCIAL POLICY:** We bill your personal insurance carrier solely as a courtesy to you. You are responsible for your bill. If you change insurance coverage while undergoing treatment, it is your responsibility to notify the office of this change. If your insurance carrier does not remit payment to us within 60 days, the balance owed will be due in full from you. In the event that your insurance company requests a refund of payments made to us, you may be responsible for the amount of money refunded to your insurance company. If any payment is made directly to you by the insurance company for services billed by us, you recognize an obligation to promptly remit the payment(s) to us. If formal collections procedures become necessary you will be responsible for additional costs incurred. Your insurance benefits as quoted to us by your insurance carrier have been reviewed with you. We assume no liability for any errors made by your insurance carrier in this quotation. We have reviewed these benefits with you and you agree to pay your portion of this bill. Furthermore, I understand that I cannot change my chosen payment option after services have been rendered.

- I choose to self-pay at a discounted cash rate. I further understand that no insurance company will be billed and that I cannot change from this option during my course of treatment. \_\_\_\_\_ (please initial)
- I have received a web printout of my benefits. I understand that ultimately it is my responsibility to know the extent of my benefits. \_\_\_\_\_ (please initial)
- Web access is not available, please call \_\_\_\_\_ for verification of insurance benefits.

The above financial information has been read and explained to me. I UNDERSTAND MY RESPONSIBILITY FOR THE PAYMENT OF MY ACCOUNT.

\_\_\_\_\_  
Patient/Guardian/Responsible Party Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Please print name

\_\_\_\_\_  
Clinic Representative

\_\_\_\_\_  
Date