

# Associated Speech & Language Specialists, LLC

## Financial Policy

### Welcome

We are glad that you have joined us at Associated Speech & Language Specialists, (ASLS). It is the goal of our Speech-Language Pathologists and staff to provide high quality care. We feel it is important that you understand the financial responsibilities related to your treatment.

Our billing is administered through Great Lakes Medical Billing (GLMB). We encourage you to communicate with them if you experience any difficulty or concerns with your account. They can be contacted at 1-877-692-5484, M-F, 8am – 4:30pm, or by e-mail at [billing@greatlakesmb.com](mailto:billing@greatlakesmb.com).

**We accept cash, check or Visa/Master card and Discover.**

### Medical Insurance

ASLS is a participating provider for many health insurance programs. As a courtesy, we will submit your claims to the insurance company that you identified during the registration process, but ultimately, the balance on your account is your responsibility. It is imperative that the clinic has a current copy of your insurance card(s) so that the claim can be submitted properly. ***I understand that if at any time my insurance company changes, I will be solely liable for any and all charges insurance denies as a result of that change. In addition I understand that if my insurance denies coverage as “not medically necessary” I will be responsible for any denied charges.***

Co-pays and Co-insurance and Deductible amounts are due at the time of service. ***If GLMB has to send a bill for any co-payment amounts I understand there will be a \$10.00 service charge.*** This is **not** billable to insurance.

Each insurance plan has different requirements for speech benefits. ***I understand that it is my responsibility to contact my insurance company to verify that I have speech benefits and to confirm any required referral or authorization is in place prior to receiving speech services, any charges denied as a result will be my sole responsibility.***

### Secondary Insurance

Having more than one insurance company **does not** always mean that your services are completely covered. We will bill your secondary insurance as a courtesy to you. ***I understand if for any reason my primary insurance does not make a determination in time to allow GLMB to bill my secondary insurance, the balance remaining from the primary carrier will be my responsibility.***

### Appeals

***I understand once insurance has made their determination of payment or denial any remaining balance is due. If I appeal the decision and an additional payment is made, ASLS will then refund any overpayment.***

### Private Pay

In the event that you are paying privately, payment in full is **required** at the time of service.

### Medical Assistance/Tefra

Associated Speech and Language Specialists are **not** a MA, Tefra, Medicare, UCARE, or TriCare provider. These may **not** be used as a secondary insurance.

### Missed Appointments

***I understand that a fee of \$25 will be billed to me for each missed appointment that I do not cancel in advance.*** This fee is **not** billable to your insurance.

***I understand there is a \$30.00 service fee for all returned checks.***

### Delinquent Accounts

Payment for denied charges and/or any unpaid balance due amounts are due within 30 days. Delinquent accounts will be turned over to Northland Credit Control. ***I understand a fee of 30% of my balance will be added to my total balance due if my account is turned over to collections.***

***I have read the above financial policy and agree with Associated Speech and Language Specialists terms.***

**Signed:** \_\_\_\_\_ **Dated:** \_\_\_\_\_