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OFFICE PROCEDURE REGARDING INSURANCE BILLING AND COLLECTIONS

INSURANCE BILLING

EAU CLAIRE CHIROPRACTIC, S.C. will submit your insurance claims for you. It is very important that we have the correct insurance information. It is your responsibility to provide this information to us accurately as delays are costly. If for some reason the insurance company responsible for payment does not pay or stops paying, you, the patient, are responsible for all bills outstanding. A monthly payment schedule can be set up that is affordable to you and satisfies this office.

If an insurance claim submission is returned to this office for resubmission due to an error by EAU CLAIRE CHIROPRACTIC, S.C., the resubmission shall be the responsibility of Eau Claire Chiropractic, S.C.

If an insurance claim submission is returned to this office for resubmission due to insurance company policy or error by the insurance company (i.e. lost claim or denial of benefits), the resubmission shall be the responsibility of the Policy Holder. The Policy Holder shall be immediately responsible for the outstanding bill and is responsible for resubmitting their own claim.

COLLECTIONS

If a patient does not respond to a billing statement; either verbally, in writing or with payment within a three month period, this account is automatically termed as delinquent and will be turned over to collections.

Patient's Signature _____ Date _____

MONTHLY PAYMENT PLAN: I agree to make the following payments based on the monthly payment plan that was established as follows.

Monthly Payment Plan _____ Date _____

Patient's Signature _____ Date _____