



OFFICE AND FINANCIAL POLICY

Welcome

- Please notify our office when you have a change of address, phone number, or insurance information.
- If your insurance company does not pay your claims because we have the wrong insurance info, no info no info or did not get changes in your info you are responsible for the bill.

Appointment And Cancellations

- Massage appointments need a 24-hour advanced notification canceling your appointment or you will be charged for the full appointment. Credit card must be on file to schedule.
- 12 hours advanced notification is required when canceling an office appointment. Failure to do so may result in a \$25 fee.
- We will be unable to reschedule appointments if you have three or more broken appointments without proper notice.

Insurance

- Rubin Health Center will gladly file your insurance claim to your primary insurance carrier. We do not file claims to your secondary insurance carrier. However, we will gladly give you the necessary paper work to file your claim>

Attention Medicare Patients

- Medicare will not pay for any services other than the chiropractic adjustment. Your first visit, x-rays, or any other services done in this office must be paid at time of service. If you would like prices for any services feel free to ask.

Payment Arrangement

- Payment in full is due at time of services. We accept VISA and MasterCard for your convenience.
- Should your account be turned over to our collection agency for non-payment, you are responsible for all collection/ attorney fees incurred by Rubin Health Center.

Please read this policy carefully before signing. Our staff is available to you should you have any questions or concerns regarding this policy. Your signature certifies that you understand and will comply with this policy.

Print Name _____ Date _____

Patient's Signature _____

