



## FINANCIAL POLICY

Effective 4/1/2014

The patient/guarantor is responsible for providing Andover Family Medicine with current, active insurance information. A copy of the insurance card will be scanned into your chart. If your insurance changes, please notify our office immediately.

Insurance co-payments are due at check-in, prior to seeing the provider. Andover Family Medicine will submit claims to your primary and secondary insurance as indicated. Once the insurance has processed, an account statement will be mailed to the guarantor of the account for any non-covered services, deductibles, or co-insurance.

Payment is due in full within 60 days of the first statement. Patients who fail to pay the account balance within 60 days will become inactive and unable to schedule appointments or receive refills until paid in full. Patients who fail to pay within 90 days of the first statement will be sent to a collection agency.

In certain circumstances, Andover Family Medicine may contact your insurance in advance to inquire about coverage for special procedures or tests. If it is determined that the service is not covered or will be applied to your deductible, we may require payment in advance.

Andover Family Medicine accepts personal checks (payable to AFM), Visa, MasterCard and Discover credit cards.

I have read and understand the Financial Policy of Andover Family Medicine.

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Patient Name

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Date of Birth

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Patient / Guarantor Signature

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Date