

NEWPORT INTEGRATED BEHAVIORAL HEALTHCARE, INC.

Phone (404) 289-8223 Fax: (404) 289-8224

FINANCIAL POLICIES

We understand how helpful it can be to know in advance how payment arrangements are handled when a visit to a Healthcare Facility or Doctor's office is necessary. Outlined below are our basic financial policies.

Newport Integrated Behavioral Healthcare, Inc requires a copy of your insurance card and co-payment at the time of check in before your visit with the physician begins.

If we participate in your insurance plan, we will file your charges with your insurance company on your behalf. If we do not participate in your insurance plan, payment for services rendered is collected at time of service.

After we file your insurance, we will wait 60 days for payment from your insurance company. If payment has not been received in 60 days, we will turn the account over to patient responsibility. We ask that you follow up with your insurance company to make sure your claims are processed timely. Please communicate your findings to us so that we may remain on a sound financial footing.

We assess a \$10 per month late charge/billing fee on all patient balances not paid within 60 days. Although we are reluctant to do so, we utilize a collection agency for accounts not paid within 120 days.

Charges for lab services performed at our office are billed separately and are not typically included with the physician's bill.

Requests for medical records are handled promptly but sometimes records must be retrieved from storage. Our charges for copying medical records are based on the charges set forth by the Georgia Office of Planning and Budget pursuant to O.C.G.A. 31-33-3. In order to comply with HIPAA regulations, a signed, written request for medical records must be received along with payment before records can be released.

Varying fees are charged for forms and letters that may be requested.

Please let us know at least 24 hours prior to you scheduled appointment time if you will not be able to keep your appointment. Appointments not cancelled in a timely manner will be assessed a "No Show" fee.

We do not accept personal checks drawn on a local bank. However, checks returned for insufficient funds are assessed a \$25 fee.

We accept Cash, Money Order, and Cashier's Check (Please call ahead of time to know what your co-payment would be or what fees you would be responsible for)

Credit Card Payment COMING SOON!!!!!!!!!!!!

4540 Glenwood Rd, Decatur GA 30032
Phone (404) 289-8223 Fax: (404) 289-8224