

MINNESOTA EPILEPSY GROUP, P.A.
225 Smith Avenue N., Suite 201
St. Paul, MN 55102

BILLING AND COLLECTION POLICY

Phone: (651) 241-5327

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Thank you for choosing Minnesota Epilepsy Group, P.A. to participate in your health care. We believe that explaining our billing and collection policy at the beginning of our professional relationship gives you time to ask questions and helps avoid misunderstandings. Please read the following information regarding our billing procedures and your financial responsibilities.

MEDICARE/MEDICAL ASSISTANCE

We are participating providers for the Medicare Program. **We must have a copy of your Medicare card.** If you have a supplemental policy, please give us a copy of your insurance card and our Business Office will submit the bills for you.

We also accept Minnesota Medical Assistance. **A copy of your current medical card will be required at each visit.** You will be responsible for any spend-down amounts.

Patients with Medicare and/or Medical Assistance will be provided with an Advanced Beneficiary Notice for any service that we suspect may not be covered. If you sign the notice, you will be responsible for the payment of those non-covered services.

HMO/PPO CONTRACTED PLANS

We are contracted with several HMO and PPO insurance plans. Co-payments will be due at the time of each visit. You will be billed for deductible and non-covered items. **A copy of your current medical card will be required at each visit.** If you did not obtain the proper referrals, you will be responsible for payment of all charges. Any services that are denied by your insurance company become your full responsibility.

PRIVATE INSURANCE

A copy of your current insurance card will be required at each visit. We do *not* accept Usual and Customary allowances as dictated by private insurance companies. We will provide additional documentation, if necessary, in order for the insurance company to re-process your claim.

NO INSURANCE

If you do not have insurance coverage, one half of the estimated cost of services is payable **on or before the day of service.** Payment in full is due within 30 days of service.

MENTAL HEALTH SERVICES/PSYCHOLOGY/NEUROPSYCHOLOGY

Please note that many insurance companies have their own guidelines regarding payment for mental health services. In addition, coverage for mental health services is often different than what Medicare, Medicaid, managed care companies and private insurance companies pay for medical services. It is your responsibility to know and understand the rules of your insurance plan. This includes, but is not limited to, knowing: if a referral is needed, the amount of your co-pay, and the limitations on services provided (e.g., number of visits per year, type of visits allowed, etc.).

