



OFFICE POLICY

Elite Spine and Sports | 21887 SW Sherwood Blvd. Suite A, Sherwood OR 97140 | (503) 625-0500

Patients Without Insurance

It is our policy that payments are made at the time treatment is rendered, unless special arrangements have been agreed upon prior to your visit. We offer a program called “SBC Medical Discount Plan” that legally allows us to provide uninsured patients with a discount without paying a membership or enrollment fee. Please ask for more information.

Patients With Insurance

As a courtesy to our patients, we will bill your insurance company for you. It is important that you understand your insurance coverage. Please know what your insurance covers, when your benefits begin and end, or when you reach your maximum benefit level for the year. When possible, we will verify your insurance benefits. However, benefits quoted are not a guarantee of payment. Co-payments, deductibles, and noncovered services are due at the time of service.

Returned Checks

There is a **\$25** service charge for checks returned to us unpaid by your financial institution. _____
initial here

Appointment Times

If you are late for your scheduled appointment, your treatment time may need to be reduced or you may need to reschedule your appointment for another time.

Missed Appointments

There is a \$60 fee for appointments that are canceled without a 24 hour notice. This is the patient’s responsibility and is payable at the time of you next scheduled appointment. _____ (initial here)

I have read and understand all of the above:

Patient Signature / Responsible Party

Date