

**Patient Name:** \_\_\_\_\_

**Samford ID:** \_\_\_\_\_

Insurance

UHS is a participating provider with several health insurance plans. As a courtesy to our patients, UHS will bill participating plans when complete insurance information is received. Incomplete information will not be acceptable to file a claim. Please refer to the UHS site at [www.samford.edu/healthservices](http://www.samford.edu/healthservices) for an updated listing of participating plans.

Payment

Payment may be made by VISA, MasterCard, and Discover at the time of service. Co-pays and amount expected to not be covered by insurance are due at the time of service and may be paid using one of the approved credit cards or may also be charged to a student's / employee's account in Banner. The patient or designated responsible party is responsible for any balances not paid by their insurance carrier including deductibles and non-covered services. Payments received in full at the time of service will receive a 25% discount. Uninsured patients and patients with plans UHS is not considered a preferred provider must make an initial payment of \$50.00 at the time of service. Any remaining balance will be billed to the patient or responsible party. Outstanding balances for international students will be posted to the student's account in Banner and e-billed through the Bursar's Office. Payment is due on or before the due date on the e-bill. There will be a \$30 fee for any returned checks.

Non-Covered Services

Occasionally there are services that may be necessary for treatment of the patient's condition and maintenance of good health that are not covered by your insurance contract or that may be considered "medically unnecessary." The patient or designated responsible party is expected to pay for those services in full. Please be assured that the test and treatments ordered are only those your healthcare provider believes are necessary for your treatment and care.

Physician Assistant as Provider

Services provided by the physician assistant (PA) are usually covered by private insurance. However, many individual and group contracts decide to exclude this benefit in their contract, which means these services, are billable to the patient or responsible party directly. It is the patient's responsibility to understand the benefits of their insurance contracts.

Responsible Party

Unless otherwise designated, the patient is considered responsible for any balances not paid by insurance carriers, including co-pays, deductibles and non-covered services. It is the responsibility of the patient, if required by their insurance carrier, to obtain pre-certification or referral prior to visiting UHS. Questions concerning benefits must be directed to your insurance company.

Outstanding Balance

Patients with an account balance of \$200 or more and greater than ninety days past due will have a hold placed on their student account and will not be eligible for services in the clinic until arrangement for payment on the balance has been made. The hold will prevent students from registering for the next semester, receive transcripts, participate in commencement, or receive a diploma until past due amounts are cleared. Past due amounts assigned to a collection agency may be reported to the credit bureaus and patients are responsible for attorney fees, collection fees and interest.

I have read your payment policy and agree to pay for the services outlined above as indicated by my signature.

\_\_\_\_\_  
**Patient or Responsible Party Signature**

\_\_\_\_\_  
**Date**