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L. A. SPECIAL CARE MEDICAL ASSOCIATES

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CLIENT FINANCIAL & PAYMENT POLICY

- 1/ **ASSIGNMENT OF BENEFITS:** As a provider of medical services, we will file insurance forms on your behalf and accept payment directly from your health plan. Please be sure to sign the "assignment of insurance benefits," so that we may bill your insurance company for services on your behalf. Keep in mind that you are financially responsible for all charges, whether or not paid by insurance.

- 2/ **PAYMENT IS DUE AT TIME OF SERVICE:** You are responsible for any additional fees, co-pays & deductibles due on your account (or as determined by your individual health plan) at the time service is rendered. Monthly financial statements for balances due on your account will be mailed to you at your address of record.

- 3/ **PAYMENT OPTIONS:** We accept cash, check, debit and credit cards. We also offer various payment plans tailored to one's healthcare budget. For more information about payment plans, please inquire at the front desk.

- 4/ **CHARGES FOR SAME DAY APPOINTMENT CHANGES/CANCELLATIONS:** If you change, cancel or miss an appointment within 24hrs of the scheduled time, you may be charged a fee of \$45.00, unless we are able to fill the appointment within that period of time. For the courtesy of others who have had to arrange their appointments in advance, we kindly request that you let us know of any changes to your appointment at least 24hrs before the scheduled visit.

- 5/ **CHARGES FOR VACCINES AND OTHER MEDICATIONS:** Additional fees and co-pays may apply to specific vaccines and injectable medications and are expected to be paid in full at the time of service.

- 7/ **CHARGES FOR MEDICAL FORMS:** There is no charge for completion of forms other than the usual visit co-pay.

- 8/ **CHARGES FOR CHART COPYING & MAILING:** There is a minimum fee of \$35.00 for copying and mailing one's medical records as recorded at this office to another provider of care.

- 9/ **LATE PAYMENTS:** Any balance for which you are responsible is due within thirty (30) days after receiving a financial statement from our office. After 30 days, a late payment charge will be added to any past-due amount. Feel free to discuss any special needs in the handling of your account with the office manager prior to your appointment.

- 10/ **LABS & OUTSIDE SERVICES:** Laboratory (blood/urine) samples, x-rays and many other diagnostic tests are processed by separate, independent vendors. As such, you will be billed directly by these vendors for any costs not covered by your insurance plan. For more information, please read the attached brochure about non-covered services and the ABN.