



## Financial Policy

New Mexico Sinus Institute is committed to providing you with high quality medical care in the most cost effective manner possible. In order to accomplish this, we depend upon your prompt payment for the services we provide.

Co-pays, when applicable, must be paid at the time of the appointment.

Payment for all services must be paid or arranged for at time of visit.

We will offer a discount for bills paid in full at the time of service.

**Insurance cards** must be presented at every visit. Correct and current insurance information is required for prompt and proper payment of claims.

Patients are responsible to know what their insurance will cover.

Patients will be liable for all non-covered services.

A prior-authorization is not a guarantee of services covered. Patients will be liable for any service done that insurance will not pay for.

Payment (full or partial) of outstanding bills is required before subsequent appointments can be scheduled.

I understand.

Signed \_\_\_\_\_

Date \_\_\_\_\_