



Atlanta Center For  
**ATHLETES**

Sports Medicine & Orthopaedic Surgery

## *Welcome to Our Office*

We find that communication with our patients regarding our business office policies assists us in providing you the best of service. Therefore, we have provided a highlight of some important points.

- Please advise us if you change your address, phone number, place of employment or insurance companies.
- We do not accept responsibility for charges denied as a result of changes in your insurance coverage during the course of your treatment. Denials due to changes in your insurer and/or managed care organization are your financial responsibility.
- If we participate with your insurance plan, we will file an insurance claim for you. At the time of your visit, we expect payment for your co-pay or co-insurance percentage or portion that is not covered by insurance.
- Patients without insurance or patients with insurance plans in which we do not participate are expected to pay for charges at the time of service.
- It is your responsibility to obtain referrals from your primary care physician for services rendered in our office. Charges which are denied due to lack of referral are your responsibility.
- Some insurers do not pay for supplies such as braces, crutches, etc., that are provided by our office. If we inform you that a supply prescribed by your physician will not be covered, we expect payment when you receive the supply. In the event that your insurance company is billed and does not remit payment, you will be billed for the supplies that are not paid for.

I have read the above business office policy statement. As a patient of Atlanta Center For Athletes, I understand my financial responsibilities.

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Patient/Guardian Signature

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Date