

**MANUEL E. VALLE, DC, ART**  
**In Motion Sports and Family Chiropractic**  
**PAYMENT POLICIES**

*We believe that a clear definition of our policies will allow us both to concentrate on the big issue of regaining and maintaining your health...*

**APPOINTMENT POLICY**

*In order to serve all our patients we ask that you call if you are unable to make your appointment. If you find yourself running late, please stop by the office and notify the receptionist and we will get you in for your visit as soon as possible. When you fail to notify our office, this leaves a time slot open that could otherwise be used to help someone else. Please help us help others.*

*Thank you.*

**PAYMENT SCHEDULE**

**THE FIRST DAY'S CHARGES ARE EXPECTED ON YOUR INITIAL VISIT. WE ACCEPT CASH, CHECK OR CREDIT CARD.**

• **PLAN #1 - CASH**

Fees are to be paid at the time services are rendered, unless special arrangements have been made in advance

• **PLAN #2 - INSURANCE**

Please present your insurance card today. We will call your insurance company for you to verify your coverage. If you have coverage for your chiropractic care, our office will submit claims for you. After your insurance company has been reached for benefit information a financial payment plan will be presented on your following visit. Until we have the completed necessary insurance information, you will be required to pay for your care on a cash basis.

• **PLAN #3 - WORKER'S COMPENSATION**

You need to report your accident to your employer, bring in necessary insurance information. Complete and sign a required Accident Report in our office. Until the necessary information is provided OR if the claim is denied you will be required to pay for your care on a cash basis. Approved worker's compensation claims are not required to pay for care as it is rendered. Transfer of Care claims will be verified with the claims manager. Reopening of claims closed past 90 days will require patient to make personal arrangements and will be reimbursed if claim is allowed.

• **PLAN #4 - PERSONAL INJURY**

You need to provide us with the accident report, your auto insurance, health insurance, and attorney if applicable. If the claim is a possible third party liability, please provide us with the other parties' insurance carrier information. Until necessary insurance information is gathered and verified for chiropractic care, you will be required to pay for your care on a cash basis. Patients with approved personal injury claims are not required to pay for care as it is rendered. Patients who are covered by third party insurance only will need to check with the insurance department to make payment arrangements.

**I QUALIFY AND UNDERSTAND THE REQUIREMENTS OF PLAN(s) # \_\_\_\_\_.**

**Patient's Signature or Guardian \_\_\_\_\_ Date: \_\_\_\_\_**

**CA initials: \_\_\_\_\_**