



Byrd Eye Clinic
3677 Fort Street
Lincoln Park, MI, 48146
313.383.1300

OFFICE FINANCIAL POLICY
BYRD EYE CLINIC

1. There will be a charge for all services performed by the doctor in the office and in the hospital. By allowing the doctor to care for you, you are agreeing to pay for the services rendered. We participate with Medicare, Blue Cross and Aetna. **WE DO NOT PARTICIPATE WITH MEDICAID.** If you have an insurance with which we do not participate, you are expected to pay for your care at the time of your visit. **WE ACCEPT CASH, CHECK, VISA AND MASTER CARD.** There will be a NSF fee on all returned checks, and cash payment will be required for all future transactions. Any procedures which are performed will be billed to your insurance company. If there are any co-payments or deductibles, your portion is due at the time of service. If the procedure is not covered by your insurance, you will be responsible for the entire fee.
2. **SURGERY:** If there are any co-payments or deductibles for surgeries to be performed, may require payment prior to the surgery date.
3. **Appointment Cancellation Policy:** The time reserved for your appointment is valuable and costly to the practice. We, therefore, require at least 24 hours notice prior to the appointment time that is being canceled. We reserve the right to charge you a fee if we do not receive proper notification. We will bill this fee directly to you because insurance policies will not cover charges for canceled or missed appointments.
4. **Master Medical Policy.** All Master Medical patients are required to pay for services in full on the service date. As a courtesy, we will file your Master Medical Claim, and the insurance company will reimburse you directly.
5. We reserve the right to charge a fee for all disability and financial forms or patient records, etc. that are requested by the patient.
6. If payment is received by the office for services that have been paid in full, a credit balance will be applied to your account or a refund may be issued to you.
7. **Referrals:** Some insurance companies require written referral authorizations from your primary care physician (i.e., Aetna/HAP). It is **YOUR** responsibility to make sure the proper referral has been received or brought with you on the day of your appointment. If you have any questions concerning this, please contact our billing department at 313-381-7040 for assistance prior to your appointment.

Patient Signature

Date