



Salisbury Psychiatric Associates, PC

SALISBURY PSYCHIATRIC ASSOCIATES, PC

OFFICE/BILLING POLICIES

The contract for insurance is an agreement between you and your insurance company. It is wise for you to check and know your eligibility and benefits for nervous and mental health coverage prior to your visit. We will make every effort to work with you and your company.

In many instances **pre-certification** is necessary. It is your responsibility to know the coverage provided to you. Managed Care contracts, as well as insurance benefits, vary from company to company. If you have a managed care plan through your employer or retirement program, please inform us prior to your appointment so that your visits can be pre-certified.

If you must cancel an appointment, we request that you do so 24 HOURS IN ADVANCE of your scheduled appointment time. Uncanceled absences for treatment will be billed at full cost per session and cannot be billed to the insurance company.

Failure to pay for services rendered is considered a breach of therapeutic contract which may result in termination of service.

If you have any questions or concerns regarding office/billing policies, please call our staff at (704) 637-5151.

I certify that I have read and understand Salisbury Psychiatric Associates "OFFICE/BILLING POLICIES." I am seeking treatment from Salisbury Psychiatric Associates with the understanding that my insurance will be billed, but that I am ultimately responsible for payment for services rendered.

Patient (or Responsible Party)

Date