



Patient Financial Responsibility

In an effort to ensure the billing process goes as smoothly as possible, it is important that patients understand our office policies. We will be happy to discuss any questions you may have. Please read the following information.

- All patients are required to complete our Patient Registration Form.
- Patients are responsible to be knowledgeable of their insurance coverage/benefits/eligibility and to alert our staff of any coverage changes.
- Collection of co-pays at the time of service is a standard business practice at BMH Physician Group. Insurance contracts obligate the patient to pay a predetermined co pay and require us to collect them at time of service. Cash, personal checks or credit cards are accepted.
- Patients will be asked to verify their mailing address, phone and insurance information at each visit. Please bring your insurance card to all visits; a copy of the insurance card(s) will be retained in your record.
- As a courtesy, insurance claim forms will be prepared and sent to your insurance company on your behalf. Patients will be billed for any deductible, coinsurance or any non-covered services, please be aware that any balance on your account is the patient's responsibility. Balances are due upon receipt unless prior arrangements have been made.
- Workers Compensation or automobile accident claims will be billed directly to the carrier in accordance with Vermont state law. Payment of any disputed or denied claim will be your responsibility.
- We request at least 24 hours' notice when canceling or rescheduling your appointment. If you need to change an appointment please extend the courtesy of giving us enough time so we can treat another patient. Please help us provide the best care for you and the community by keeping your scheduled appointment or notify us. A patient who consistently fails to present themselves for scheduled appointments is considered a chronic no-show. A patient who is a no-show more than three times may be considered for dismissal from the Practice.