

Massard Foot & Ankle Clinic

Dr. Kevin M. Massard, D.P.M.

NOTICE OF PRIVACY PRACTICES

We are aware that you have entrusted us with very important and private information. We will do everything we can to protect that information. We place a priority on ensuring the security and privacy of data pertaining to our patients and their families.

DISCLOSURES NOT REQUIRING YOUR AUTHORIZATION

We have the authority to collect your social security number and drivers license. This information may be disclosed to federal and state authorities. This data is then protected under the federal privacy act of 1974. We also have the authority to collect your health information. This information may be used for the following reasons.

Disclosures to family members or close friends involved in your health care.

Disclosures to conduct research

Disclosures for public health and safety

Disclosures to government agencies

Disclosures to obtain reimbursement

Disclosures to other health providers or health care institutions involved in your health care.

YOUR RIGHTS AS A PATIENT

To have access to your medical records or have copies of your records

To receive disclosures of how your medical record has been used

To request restrictions on how your medical information is to be used

To request that we communicated with you in confidence

To request amendments to your medical record

To receive notice of our privacy practices and updates to these practices

We collect only the information needed to help you get back on your feet. Except for the disclosures above this information is restricted to Dr. Massard and only those employees who need to know that information. The policies and procedures above are subject to change. We will communicate these changes as required by law.

FINANCIAL POLICY

▶ Your co-pay and deductible are due at the time of your visit. If you do not pay your co-pay or your deductible within 30 days from your initial visit our contractual agreement with your insurance carrier will be considered null and void and you will be billed for the full standard fee for service.

▶ Insurance companies will be billed as a courtesy for our patients. After remittance of the explanation of benefits (EOB) the patient will be billed. Any remaining balance will be due 15 days after our initial billing statement was mailed. If you disagree with this amount it will be your responsibility to follow up with your insurance company.

▶ Payment is considered late if not paid for any reason after 60 days. The clinic will bill the patient after 30 days if their insurance carrier does not submit an EOB within 30 days of the claim being sent to them. If the balance is not paid in full within 30 days from date of initial billing an Interest rate of 2% per month will be added to the bill. After 60 days the account will be sent to collections and the patient will be charged for the cost of doing so. If any legal action is required the cost of doing so will be added to the account. If the insurance company pays the clinic at a later date you will be refunded the amount your insurance paid minus costs associated with late payments.

▶ The clinic has a returned check fee of \$25.00

▶ It is the patients' responsibility to provide the clinic with proof of insurance and provide proof of identification. It is the responsibility of the patient to keep the clinic informed of any change of insurance or contact information. Incorrect information may result in a past due account. If the patient does not have insurance payment is due at time of service. If the patient does not provide proof of insurance within a timely manner you will be billed for the full standard fee for service.

▶ Medical records can be obtained with two-day notice for a copy fee as per 735ILCS 5/8-2006. The clinic will mail copies or you may obtain them from the clinic. X-rays are the property of the clinic and must be signed out and returned to the clinic.

▶ If the patients account is 60 days past due we will continue to treat the patient but will ask for payment at the time of the visit until the account is paid in full.