

Financial & Administrative Policy

Belred Family Medicine PLLC DBA Advanced Family Medicine PLLC

1. Patient Registration & Verification

- **Identification:** All patients must provide a valid photo ID and current insurance card at check-in.
- **Information Updates:** Patients are responsible for notifying the clinic of any changes to address, phone number, or insurance coverage.
- **Privacy:** In accordance with HIPAA and Washington state law, all patient information is kept confidential.

2. Insurance & Payments

- **Co-payments:** All co-pays must be paid at the time of service. We accept cash, check, and major credit cards.
- **Insurance Coverage:** We will bill your insurance company as a courtesy. However, the patient is ultimately responsible for any balance not covered by insurance (deductibles, co-insurance, or non-covered services).
- **Self-Pay:** Patients without insurance are required to pay in full at the time of service. A **20% prompt-pay discount** is applied to self-pay office visits.

3. Appointments & Cancellations

- **Arrival:** Please arrive **15 minutes early** to complete necessary paperwork.
- **Late Arrival:** Patients arriving more than 15 minutes late may need to be rescheduled to avoid disrupting other patients.
- **Cancellation/No-Show:** We require **24-hour notice** for cancellations.
 - A **\$60 fee** will be charged for no-shows or late cancellations.
 - This fee is not covered by insurance.

4. Medical Records & Forms

- **Record Requests:** In compliance with RCW 70.02, we may charge a reasonable, cost-based fee for searching and duplicating medical records.
- **Administrative Forms:** Completion of complex forms (FMLA, Disability, Life Insurance) outside of an appointment may incur a **\$100–\$200 fee** depending on length.

5. Outstanding Balances: Statements: Statements are mailed monthly. Balances are due within **30 days**. **Collections:** Accounts older than 90 days without a payment plan may be referred to an external collection agency.