



The Training Room Financial Policy

The Training Room is dedicated to providing the best services possible to our patients. As an administrative service to our patients we will submit medical claims on a weekly basis and work with your insurance company to make sure your claims are properly handled.

Please realize that your insurance plan is a contract between you and your insurance carrier. In order to most effectively handle your claims we may need to work together from time to time. Most claim problems occur when referrals, authorizations, or precertifications are needed but not obtained. Understanding the requirements of your plan will help us help you have a greater experience at The Training Room.

In-Network

If The Training Room is an in-network provider for your insurance carrier, we will handle your claims in accordance with our contract as an in-network provider. This means we will submit your claims, collect copays, coinsurance, and deductibles as stated in our contract. For balances due, payment is expected no later than 30 days* after your last visit.

Out-of-network

If The Training Room is not an in-network provider for your insurance carrier, please let us know so we can look into becoming a provider. Payment will be expected at the time of service. Payment arrangements can be made with the office manager. If you have no out-of network benefits, please ask to talk with the office manager so payment arrangements can be made. Receipts for services can be submitted to flexible spending accounts.

Non-Covered Services

Non-covered services are material or services that may be used for your treatment but not covered by your insurance carrier. You will be responsible for payment of these services at the time you receive them.

Please make sure you have read this financial policy carefully before signing below. By signing below you have indicated that you have read and understood the material in our financial policy.

Patient Signature _____ Date _____

Guardian Signature _____ Date _____

Authorized Staff Signature _____ Date _____

***Collection Policy**

In order to be clear and fair about our collections efforts we included the parameters of our collections policy. Our collection policy states that any past due payment will start incurring an 18.5% APR on day 31. On day 60 your account will be turned over to a collection agency if the balance is not paid in full or a payment plan has been set up with the office manager. This is the approach we like the least and hope we never need to follow these steps. You can help us avoid these measures by keeping up with your payments and communicating with the office staff.