## **Payment Policy**

SMG conducts the billing for all services from one centralized location. We are here to help you resolve any questions you may have regarding your bill.

If a question arises please call, (877) 319-0944 during business hours.

Voice mail is available during off hours, weekends or holidays. Return calls are made by the staff within one business day. Please be sure to leave your name and a telephone number.

## If you have insurance coverage

SMG will directly bill your insurance company if you have medical benefits through any type of individual, group, employer based or government-funded plan.

The bill generated by SMG will only include services rendered by employees of the group.

Your insurance company will review and process the claim. Your insurance coverage dictates how much your insurance company pays and what portion of the bill is your financial responsibility. Most insurance companies also send this notification to the patient or the subscriber and typically refer to this notification as the EOB (Explanation of Benefits). It is imperative that patients/subscribers understand their own insurance coverage and any policy limitations they have agreed to by enrolling with that particular plan.

You are responsible for any outstanding balance such as non-covered charges as outlined in your health insurance policy.

Upon receipt of this notice and or payment from the insurance carrier, the SMG billing staff will adjust your balance to the amount you owe (per your insurance company) and will send you a statement requesting payment. Payment to SMG is due within 30 days of the date of your billing statement.

## Paying Your Bill

SMG offers multiple options for meeting your financial obligations and resolving outstanding balances. Payment is accepted in the form of cash, check, money order or the following debit/credit cards:

- Visa
- American Express
- Master Card

For those unable to pay their account in full, SMG offers reasonable monthly payment plans. Contact our staff for more information on this option.

## **Co-Payments**

Some insurance companies require SMG to collect co-payments from patients for specific types of medical services.

These co-payments that are mandated by your insurance company are payable to SMG at the time of service prior to being seen by a health care provider. Co-payment amounts not only vary by insurance company, but they also vary by group or benefit plan. Your co-payment amounts are part of the benefit contract between you (the patient or subscriber) and your insurance carrier. All patients should be aware of their co-payment obligations prior to seeking services and should contact the insurance carrier or their employer with any specific questions.

SMG reserves the right to request that a patient find another provider if an outstanding bill is not paid in full within 30 days or if the patient has not sought out an extended payment plan. We will provide you with a list of other providers in the area.