

TARIQ S. SIDDIQI, M.D., F.A.A.N.S., F.A.C.S., F.I.C.S.

Diplomate of the American Board of Neurological Surgery

FINANCIAL POLICY

1. **INSURANCE** – Dr. Siddiqi is participating with many HMO, PPO and managed care plans, as well as Medicare. We also accept workers compensation and motor vehicle insurance as long as, your claim is open. New Jersey workers compensation also needs to be authorized prior to your visit. We will send all claims (billing) to your insurance company for your office visits and surgery. Please remember, however, that the insurance being used is a contract between the patient and the insurance company and you (the patient) are ultimately responsible for any charge incurred.
2. **CO-PAYMENTS** – We do not bill for co-payments. Your co-payment is due at the time of each office visit. We accept Cash or Checks for your co-payment. **We also accept Credit or Debit Cards.**
3. **OUTSTANDING BALANCES** – There will be times either due to co-insurance, deductibles, or non-payment by your insurance company that a large balance may become your responsibility. If need be we will work with our patients to set up an appropriate payment plan.
4. **RETURNED CHECKS** – You will incur a \$35.00 service charge to be paid to our office.
5. **COMPLETING INSURANCE FORMS** – This requires our office staff's time as well as the Doctor's time. We will charge a prepayment of \$10.00 per insurance form with the exception of the New Jersey State disability forms.
6. **COPYING MEDICAL RECORDS** – This requires our office staff's time and a fee of \$1.00 per page will be charged for the copying all medical records requests. In addition to this fee an additional \$10.00 search fee will be incurred for any legal request for copying of medical records.

If you have any questions regarding this financial policy please do not hesitate to contact our office @ 856-751-6600.

I understand and agree to this Financial Policy.

Patient Name: _____ Date of birth: _____

Signature: _____ Date: _____

SHEPPARD OFFICE PARK

1 SHEPPARD ROAD * SUITE 900 * VOORHEES, NEW JERSEY 08043
PHONE: (856) 751-6600 * FAX: (856) 751-5556
website: www.siddiqimd.com