



# My Kids Place Service Agreement

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## SERVICE AGREEMENT

- We have established these policies to ensure our ability to offer excellent service to you and your family. Please review them carefully and understand that by signing this form, you are *agreeing to these terms of service*. We look forward to the opportunity of working with you and your family.

## AVAILABLE PAYMENT OPTIONS

- While My Kids Place accepts cash, check, debit and credit cards for payment of services, copays and coinsurance amounts, a debit or credit card must be kept on file to cover any charges for no-show/late cancellations.

## PAYMENT POLICY

- Payment is due and payable, in full, at the time services are rendered, unless other arrangements are made prior to receiving these services. This includes any coinsurance, copays, and any other share-of-cost fees. If payment is not received at the time of service, a bill will be issued or your card on file will be charged. It is your responsibility to be aware of the amount and to pay all copays associated with the services provided.

## RETURNED CHECK FEE

- There is a \$25.00 charge which will be added to your account for each check returned to us by the bank.

## FINANCE CHARGES

- All unpaid, past due balances will have a 1.5% Finance Charge added to the past due amount. A \$20.00 per month administrative charge will be added to all accounts over 60 days old. On the 61st day, a Finance Charge of 1.5% APR will be assessed on the unpaid balance and your ability to schedule appointments will be suspended until payment is received.

## INSURANCE INFORMATION

- My Kids Place contracts with certain insurance providers to provide services at a negotiated rate. These rates vary by insurer and are reflected in the Explanation of Benefits statement you receive from your insurer.
- Insurers that we contract with consider My Kids Place an *in-network provider*. If we do not have a contract in place with your insurer, My Kids Place would be considered an *out-of-network provider*. Reimbursement by insurers for services received by an *out-of-network provider* vary significantly by both insurers and individual insurance plans and cannot be guaranteed by My Kids Place.

## FINANCIAL RESPONSIBILITY

- Please be aware that an authorization from your insurance company for treatment is not a guarantee of payment. You will be asked to verify insurance coverage by submitting your insurance card or treatment authorization form. If it is determined, after services have been provided in good faith, that your insurance does not cover the incurred charges, you agree to be responsible for the



immediate payment of all monies owed. We can assist you by explaining typical procedures and coverage requirements and we can provide you with all the necessary documentation (known as a Superbill) so that you may receive reimbursement from your insurer, but understand that you are ultimately responsible for charges incurred.