

**COLUMBIA UNIVERSITY DEPARTMENT OF PSYCHIATRY
MULTI SPECIALTY CLINIC – FINANCIAL POLICY**

The following is a statement of our financial policy. We hope this will give you a better understanding of how our billing works.

FULL PAYMENT IS DUE AT THE TIME OF SERVICE.

WE ACCEPT CASH, CHECKS, VISA, MASTERCARD, DISCOVER AMERICAN EXPRESS OR DEBIT CARDS.

-Participating Plans: (Dr. Hersh, Dr. Sciutto, Dr. Fitelson, Dr. Kavanagh and Dr. Leight)

Most of the clinicians above have contracts with insurance companies at Columbia University, Department of Psychiatry such as Group Health Insurance, Aetna Health Plans, United Behavioral Health, Oxford Health Plans, Empire Blue Cross Blue Shield PPO (NYPH Employees Only), and Aetna Student Health (previously known as Chickering). Often a co-payment is required. You are responsible for all co-payments at the time of service. Faxed referrals will not be accepted.

-Private Insurance: (Non participating insurance companies).

Payment is due at the time of service. You will receive a copy of the encounter form. Your insurance policy is a contract between you and your insurance company. We are not a party to that contract and will not submit the claims directly.

-Medicare Part B

We do accept Medicare Part B. We will bill Medicare directly. However, you will be responsible for the co-payment at the time of the visit.

If you have any questions or concerns, please do not hesitate to ask.

YOU WILL BE BILLED DIRECTLY, NOT YOUR INSURANCE COMPANY FOR MISSED APPOINTMENTS UNLESS A 24 HOUR NOTICE IS GIVEN.

I have read and agree to this financial policy.

X _____
Signature of Patient or Responsible Party

Date