



CHILDREN FIRST, LLC

PEDIATRICS & ADOLESCENT MEDICINE

Annette Bartley-Satuyi, MD, FAAP - Sheanita Howard, MD - Lareshia Slade, CPNP - Laura Lysk, PA
The Inglewood Professional Center - 1300 Caraway Court Suite #106 - Largo, MD 20774
Phone 301-322-9500 Fax 301-322-2227 Website www.childrenfirstlargo.com

Billing Policy for Children First, LLC

As a participating provider with your Insurance Company, Children First, LLC will file all claims on your behalf. Your insurance policy is a contract between you and your Insurance Company. Please be familiar with your insurance co-pays and deductibles as well as non-covered items listed in your contract, as these will be out of pocket expenses and will be required to be paid at the time of each office visit.

At every visit, proof of valid insurance for each patient must be provided. If you do not have proof of valid insurance or if your insurance policy has been terminated, you will be required to pay the office visit in full before services can be rendered. All private HMO and Medicaid MCO plans must have Dr. Annette Bartley-Satuyi designated as the PCP. If there is no PCP chosen or another PCP is listed on the insurance card, service will not be provided until this change is made. Parents are encouraged to add newborns to their insurance policy as soon as possible so coverage can take effect immediately. In order for your Insurance Company to cover all hospital services and office visits, insurance coverage must take effect from the infant's date of birth. Medicaid recipients are urged to enroll their newborns prior to discharge from the hospital.

A modest fee will be charged to cover administrative costs for services rendered that are not covered by your Insurance Company. These include and are not limited to school and daycare forms, camp and sports forms, medication forms, FMLA forms, vaccine records, and any requests for letters written on your child's behalf. There is also a charge for the copying and transfer of all medical records up the amount allowed by the state law.

All payments are due at the time services are provided. For your convenience Cash, Visa, Master Card, American Express and Discover Cards are accepted. There is a \$50.00 missed appointment fee for all appointments not cancelled 24 hours before the scheduled appointment.

Any patient balance not paid within 60 days is subject to a late fee of 5% of the balance or \$5.00, whichever is greater. Any account not paid after sixty days will be referred to a collection agency and the balance plus all legal fees incurred will be the parents' responsibility. Payment plans are available for past due balances and can be arranged with the office manager. Any defaults on payment plan agreements will be subject to the above collection guidelines and will be turned over to a collection agency.

I have read, understand and agree to the policies above and I also understand that regardless of my insurance benefits, I am financially responsible for all fees and charges for services rendered by Children First, LLC.

Parent Signature _____ **Relationship** _____

Date/Time _____ **Patient name** _____