



OUR OFFICE POLICY

RE: PERSONAL INJURY CASES

If you have been involved in an auto accident, or related injury, and have insurance that covers medical expenses at 100% or an attorney representing you, we will gladly accept your case with the following regulations:

1. If you have an attorney, notify us as soon as possible and ask him or her, to send us a letter of representation. A bill will be sent to the attorney for you. It is our policy to have this information within 5 working days from your initial presentation to our office.

2. If you do not have attorney, you will need to ask the insurance adjustor handling your claim to contact our office and provide all information for billing the insurance company.

NO BILLS, OR COPIES OF BILLS, WILL BE GIVEN TO YOU OR THE INSURANCE COMPANY UNTIL YOUR ADJUSTOR HAS CALLED US AND GIVEN AN INDICATION THAT THEY WILL DO EVERYTHING POSSIBLE TO PROTECT THE DOCTOR'S INTEREST.

Once your case has been settled and all Chiropractic bills have been paid, if an overpayment exists on your account (due to having more than one insurance filed) we will forward that overpayment to you.

By signing below I am stating that I have read the above and to understand that I will not be presented with copies of bills until the proper procedures have been followed.

Date: _____ Signature: _____

Date: _____ Witnessed: _____

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