

⊖ If You Do Not Have Medical Insurance Benefits

- A \$100 deposit is required at time of service for all office visits and will be deducted from your balance at time of billing.
- A self-pay discount is applied to office and procedure charges after you receive services. Keep in mind that procedures scheduled with or without insurance have the same policies.
- A \$800 deposit required at time of scheduling any procedures done at Salem Endoscopy Center.

⊗ Missed Appointments

Missed Office Visits at Salem Gastro

- A 24-hour notice is required to cancel or reschedule all office visits. If you miss your appointment, there is a \$25 fee*.
- After 3 missed appointments, you will be redirected to your Primary Care Physician.

Missed Procedures at Salem Endoscopy Center

- A 72-hour notice is required to cancel or reschedule your procedure. The third reschedule, or a missed appointment is subject to a \$100 fee*.

**These fees are charged directly to you (not your insurance company), and must be paid before rescheduling.*

Let us help you understand your bill or the status of your account by calling our billing office at **503-399-7520 (option 4)**.

3 Locations to serve you:

Main Office - In Salem:

**875 Oak St SE, Suite C3010
Salem, OR 97301**

In Building C on the Salem Health Campus

Satellite Clinics:

In Salem at Salem Clinic

**2020 Capitol St NE
Salem, OR 97301**

Use entrance in back (north side of the building)

In Dallas

**607 SE Jefferson St, Suite 200 (2nd floor)
Dallas, OR 97338**

At the corner of Jefferson Street and Academy Street – Oregon Family Health

When visiting our Salem facility please use the parking garage under building "A" or "C", accessed from Winter St.

When full, use the visitor parking structure accessed from Capitol St. off Mission St. You can reach the patient drop off area for our building using 12th to Oak St., or Mission to Capitol St.

SalemGastro



SalemEndoscopy



PH 503.399.7520 | FX 503.362.7344

SalemGastro.com

What matters is what's inside.™



Patient Financial Policy



At Salem Gastro and Salem Endoscopy Center, we're committed to providing you with the best possible care – from scheduling your first visit to billing – and that means helping you understand your financial responsibilities as our patient.

SalemGastro
Digestive Health Specialists



Quick Facts

- Don't forget that co-pays, co-insurance, deductibles, deposits, and past balances are due before your visit.
- We bill secondary insurance, and accept Visa, MasterCard, Discover, ACH or debit cards, personal checks (\$25 charge for those returned) or cash - whichever works best for you.
- A diagnosis code cannot be changed for the purpose of securing reimbursement from insurance carriers.
- You should see a refund processed within 45 days of overpay, if not please contact our billing office at 503-399-7520 (option 4).
- Refunds under \$5 will only be processed at patient request.
- Workman's compensation claims are considered private pay and are not billed.

+ If You Have Medical Insurance Benefits:

- We accept most major health plans. See our website (SalemGastro.com) for a complete list, or call us to make sure we accept your insurance.
- It is your responsibility as our patient to provide accurate and current information at the time of service, so that we may bill your insurance.
- Co-pays, co-insurance, deductibles, deposits, and past due balances are payable before your appointment or when you visit our office.

NOTE: So that we may provide you the best care possible, please remember that medical insurance is a contract between you and your insurance company.

Flexible and Easy Payment Options

Before making an appointment, we will provide you with an estimate that includes co-payment, deductible or co-insurance. This should be paid before your scheduled services.

NOTE: The estimate will not include histology charges from Salem Gastro, or pathology charges billed by Pacific Pathology.

Payment Options

1 Pay the estimate in full.

2 Pay half upfront.
(Minimum of \$100)

Pay your estimate in full with a Visa, MasterCard, Discover, ACH or debit card, personal check or cash.

Whether you pay in full or half*, you will be asked to sign an agreement authorizing us to charge you for the balance, after your insurance company has paid its portion. We'll swipe your credit card or record your account information at this time.*

The balance may be paid all at once, or through pre-scheduled regular payments** (over no more than a 6-month period). Payments will start 30 days after the scheduled procedure date and are never more than the amount you authorize.

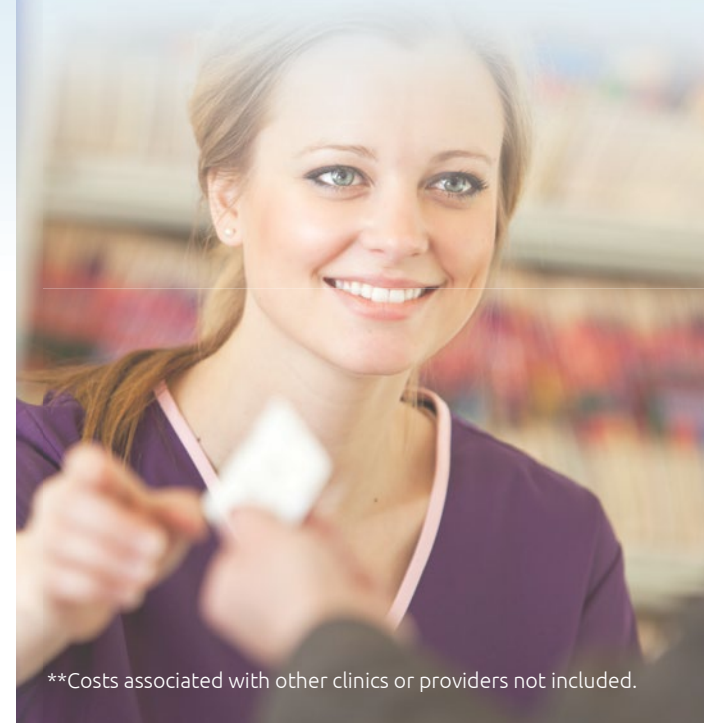
You must notify our bookkeeping department should you need to cancel or reschedule your procedure, or change your payment plan.

*All credit information is securely stored and encrypted.

**Note we have a \$5 minimum, 9% per annum monthly Finance Charge on all unpaid balances.

✔ Benefits to You

- We will always tell you the cost of your procedure with Salem Endoscopy** at the time of your visit, eliminating those surprise bills that show up in the mail weeks later.
- Save the hassle of writing checks, sending snail mail, and periodic statements or phone calls with our convenient payment options.



**Costs associated with other clinics or providers not included.