

## ⊖ If You Do Not Have Medical Insurance Benefits

- An estimate for anticipated services will be provided and a deposit will be required prior to service.
- We provide self-pay rates for office visits and procedures.

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

## ✕ 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 with potential to be discharged from our care.

### Missed Procedures at Salem Endoscopy Center

- A 72-hour notice is required to cancel or reschedule your procedure. 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 re-scheduling.

## Your Provider has ordered the following procedure(s):

- Colonoscopy
- EGD (Upper Endoscopy)
- \_\_\_\_\_

You will receive an estimate of your financial responsibility via our patient portal. If you don't receive the estimate or have any questions regarding the estimate, please contact our benefits department at 503-399-7520 option 4 then option 1.

SalemEndoscopy



SalemGastro



PH 503.399.7520 | FX 503.362.7344  
SalemGastro.com

## Salem Gastro & Salem Endoscopy Center 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. That means helping you understand your financial responsibilities as our patient.

SalemGastro



## ☰ Quick Facts

- Office co-pays are due at time of service.
- Past Due accounts must be paid before scheduling.
- A diagnosis code cannot be changed for the purpose of securing reimbursement from insurance carriers.

### ⊕ We do not bill:

- Out of Network carriers: You can typically find an in-network provider by contacting your insurance.
- Private Pay: Workman's Compensation or Motor Vehicle Insurance.

### ⊕ If You Have Medical Insurance Benefits:

- We accept most major health plans. See our website (sailemgastro.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.
- We can bill secondary insurance.

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.

## Easy Payment Options

Before scheduling a procedure, we will provide you with an estimate. This will be an estimate of what your insurance company will pay for services you are scheduled to receive.

NOTE: Estimate will not include histology charges from Salem Gastro, or pathology charges billed by Advanced Pathology Solutions.

### Payment Options

- 1 Pay the estimate, or required deposit, in full.
- 2 Auto-Pay Collect: Credit card on file.

We will bill your insurance carrier. Once your insurance has processed your claim you will receive notification at which time your card on file will be charged for your portion.

Whether you pay in-full or the required deposit, you will be asked to sign an agreement accepting financial responsibility for services received once your insurance company has processed your claim and applied your benefits.

Accepted forms of payment: All major credit cards, debit cards, personal checks (\$25 charge for those returned) or cash, Care Credit and HSA (Health Savings Accounts). \*

\*All credit information is securely stored and encrypted.

### ☑ Benefits to You

- By providing your estimate in advance we will eliminate the surprise bills showing up in the mail weeks later.
- Save the hassle of writing checks, sending mail and receiving periodic statements or phone calls by using our online payment system to setup recurring payments.

After your procedure you may receive statements from:

**Salem Gastro** - for the physician's service.

**Salem Endoscopy** - for the facility services.

**Advanced Pathology Solutions** - if biopsies were taken, call (501) 225-1400 for billing questions. Verify out-of-state benefits with your insurer as APS is in AR.

**Anesthesia Associates Northwest** - for sedation, call (800) 275-2152 for billing questions.

If you have any questions regarding your Salem Gastro or Salem Endoscopy billing statements, please call bookkeeping at (503) 399-7520 option 4.

Salem Gastro and Salem Endoscopy Center are not affiliated with Salem Health. Salem Health's billing department can be reached at (503) 561-5150

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