



HEALTH CARE FOR CHILDREN



Dear Parents:

We both have the same goal to have your insurance company pay as much of your health care costs as possible. In order to accomplish this, we need your assistance.

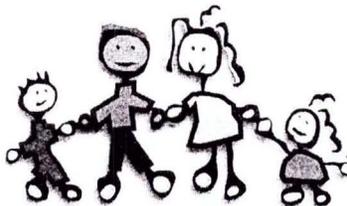
1. Pay the copay at the time of service.
2. Show your insurance card to the receptionist **at each visit**. Notify the receptionist or the billing department of ALL CHANGES to your insurance card.
3. Advise our office of ANY CHANGES IN YOUR MAILING ADDRESS OR TELEPHONE NUMBER.
4. Before your office visit, check with your insurance company regarding payment for **preventive well visits and immunizations**. If immunizations are not covered, they can be given at your county health department.
5. If your insurance is an HMO, be sure that one of our physicians is on the child's card as the **Primary Care Physician**.
6. Our office only sends bills after we have received information or payment from you insurance company. If you receive a bill it is **your** responsibility. If you feel there has been an error in the statement, **please call our office IMMEDIATELY**
7. Please be aware that co-insurance is not the same as a copay. Co-insurance is the amount you are responsible for after your insurance has paid.
8. Lastly, if you receive a letter from your insurance requesting more information from you they are looking to verify if you have other insurance. They will not pay your claims until you respond. Do not delay in contacting them.

We are here to assist you. Please stay in touch.

HEALTHCARE FOR CHILDREN
816-792-1170
BILLING: OPTION 5

Initials

Date



9051 NE 81ST TERR., SUITE 100 · KANSAS CITY, MISSOURI 64158
Phone: 816-792-1170 · Fax: 816-792-3877
www.healthcareforchildrenkc.com