

Mark A. Gapinski, MD, SC
25 N. Winfield Road, Suite 511
Winfield, IL 60190
P) 630-462-4963 F) 630-462-0635

BILLING POLICY

- Payment is due at the time services are rendered. All copayments will be collected upon arrival to your appointment. Please be prepared to pay any outstanding balances at your visits.
- If you are uninsured, or cannot provide proof of insurance at the time of service, payment will be due in full at time of service.
- Accounts over 30 days past due will incur a \$10 rebilling fee.
- After 3 statements, or any account with balances over 90 days past due, will be turned over for further collection management. These accounts will incur a \$10 non-negotiable charge.
- There will be a \$25 charge for returned checks.
- There will be a \$25 charge for no-show appointments. Please allow 24 hours' notice if you must cancel or reschedule an appointment.
- There will be a charge for transferring medical records. Please contact the office to discuss these charges.
- Dr. Gapinski and his staff reserve the right to collect pre-payment for services. It is not uncommon for patients to be required to pre-pay for estimated costs of delivery and/or surgical services, based on insurance benefits and Dr. Gapinski's insurance contracts.
- Phone calls or electronic encounters unrelated to an office visit or care that are provided outside of the office setting may incur a charge. These charges will be submitted to the insurance on file with Dr. Gapinski's office but may ultimately be applied to your deductible, out-of-pocket maximum or may be non-covered and become your responsibility in full.
- There will be a \$25 charge for any FMLA and Short Term Disability paperwork that needs to be filled out, due upon completion. Please allow up to 7 days for these forms to be completed. The office will gladly mail or fax these on your behalf, if desired.
- Some accounts may be eligible for payment plan arrangements. A non-negotiable \$20 service fee will be charged at the time of payment arrangements. Please contact the office directly to discuss payment plan arrangements, if needed.