

**CHANTILLY CHIROPRACTIC CENTER, P.C.**  
**PAGE CHIROPRACTIC REHABILITATION & WELLNESS, P.C.**

**Personal Injury Office Policies**

The following information outlines our office policies on personal injury cases (Auto Accidents, Worker's Compensation, Slip and Falls). This is also a guide for our patients to help ease the process of handling these claims. Please read through this carefully and ask us any questions you might have.

All patients that are involved in a personal injury/auto accident case must provide this office with necessary information regarding your **personal car insurance**, the **"at fault or Third Party" insurance**, your **health insurance**, as well as your **attorney's name and contact information** if one has been retained.

**1. It is the policy of this office to bill all personal injury claims to the patient's Med-Pay first.**

Med -Pay is medical insurance provided through your personal automobile insurance policy. You are eligible to use this benefit for injuries related to a motor vehicle accident, regardless of who is at fault. Med-Pay will pay for your medical expenses as you receive treatment and the payments typically come directly to the provider. Filing Med-Pay does not relieve the "at fault or Third Party" insurance from having to pay in full for your loss, however, they will not pay the provider directly until the end of treatment. If the "at fault" driver's liability insurance refuses to make payment on your medical bill for whatever reason, filing your Med-Pay will help ensure that you are not left to pay the entire balance out of pocket. **This office requires that you provide us with the name of you automobile insurance company, the claim #, and the adjuster's name and phone number.** When using your Med-Pay benefits, your insurance company, by law, may **not** increase your premiums if the accident is not your fault. Your auto insurance company will automatically have a record of this accident and it will be in your file if a police report has been filed. Again, your rates are not allowed to be increased if the accident is not your fault. The premium you pay for your auto insurance includes this Med-Pay coverage and it is there for you to use in cases like this.

**2. If you are being represented by an attorney.**

If you have are being represented by an attorney, **we require the attorney's name and contact information (address and phone number).** We will send all the bills and records directly to your attorney and payment will be made directly to the doctor providing your care for expenses you have incurred in our office. Per our office policy, **we require you and the attorney to sign an "Attorney Lien"** which requests that your attorney pay the doctor directly upon settlement. If this form is not signed, the balance in full will remain your responsibility until you and your attorney sign the form.

**3. If Med-Pay is not available, the "at fault or Third Party" insurance carrier will be billed if liability is accepted.**

Please note that just because a third party (the party that caused your injury) is at complete fault, does not mean that they will cover or take any financial responsibility for your injury. Claims billed to the "at fault or Third Party" insurance are not paid until after the end of your treatment, therefore, a balance will remain on your account for the service rendered. **Our office policy requires that you sign an "Irrevocable Assignment, Authorization, and Lien" form,** which requests the "at fault or Third Party" to pay the doctor directly upon settlement. If this form is not signed, the balance in full will remain your responsibility until it is signed. If for some reason the "at fault or Third Party" insurance does send the settlement check directly to you, it must be endorsed to this office and brought in to this office to apply to your account. If you keep any funds that are meant for the payment of services rendered, you will be responsible to pay the balance in full. If you do not pay the balance, you will be sent to collections and will be responsible for any collection charges/fees as well as any court fees.

**4. Health Insurance.**

Our office will also bill the Health Insurance only when: (1) the Med-Pay benefits have been exhausted and (2) the "at fault or Third Party" insurance has denied liability.

Patient's Printed Name \_\_\_\_\_ Date \_\_\_\_\_

Patient's Signature \_\_\_\_\_ Witness \_\_\_\_\_