

PARKVIEW MEDICAL CLINIC

1400 1st St NE, PO Box 186
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www.parkviewclinic.com

John H. Berg Jr., MD
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Board Certified Family Physicians

Clinic Policy

All charges are due and payable after receipt of the initial billing. If you cannot pay the balance in full, please call our business office to arrange a mutually agreed upon payment plan. **You are responsible for payment of your account.** If there is an overpayment by you, it will be refunded.

Insurance Processing:

Our business office will submit your claim if we are a participating provider with your insurance plan, however, we depend on you to provide us with accurate information. If you forgot to bring your insurance card with you, we will still submit your claim provided you call us with complete information. **We also file claims to Medicare, Workers Compensation, Automobile Insurance and Disability & Loss of Time forms.**

If we are not participating providers for your insurance plan, **you** will need to submit the charges to your carrier. Our bills are designed to help you submit a claim quickly and easily. Do not send your insurance company a billing statement that only shows "Balance Forward". They need all the dates and medical coding in order to process your claim.

Payments:

Payment for all charges is due within 60 days after you receive your services, whether or not your insurance company has paid you. If you cannot pay the full amount, please call our business office to arrange a payment plan. These charges may include co-pays, deductibles and services not covered by insurance. Accounts unpaid past this time limit, may be subject to collection.

Medicare Supplements:

Parkview Clinic will file claims to all supplemental Medicare coverage. We feel this greatly benefits our Medicare patients. We must be provided with a copy of the supplemental insurance card and a complete address of where to send the claims.

Appointments & Office Hours:

Monday – Friday	8:30 a.m. – 12:00 Noon and 1:00 p.m. – 5:00 p.m.
Saturday	8:30 a.m. – 12:00 Noon

Please call 952-758-2535 during office hours to schedule your appointment. Please let the scheduler know the reason for your appointment to allow the proper length of time as well as whether this is for a "routine annual exam", DOT physical, etc. to allow us to code the visit properly. Appointments are necessary for all appointment reasons including all blood testing. Walk-In patients will be seen after emergency and scheduled patients.

After Hours Calls: To reach our on-call doctor for after hours problems, please call 952-758-2536. **Please call 911 for emergencies!**