

MBHC, Inc.
BEHAVIORAL CARE

Charles S. Burke, M.D.
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Billing

All billing is handled in our office. Copays, Deductibles and Co-Insurance are **DUE at time of service** unless prior arrangements have been made. If for any reason you have a problem or question regarding a statement you have received, please give our office a call @ (419) 872-0619 and ask to speak to someone in Billing and they will be happy to assist you in any way they can.

Please **bring your insurance card with you whenever there is any kind of change** so we are able to make an updated copy for your file. It is **YOUR RESPONSIBILITY** to provide us with the correct Insurance information at all times. If you do not give us the correct Insurance information or do not notify us of any Insurance change and the Insurance company denies your services because the timely filing limit has expired **YOU WILL BE RESPONSIBLE FOR ALL BILLED CHARGES.**

We enjoy working closely with your family physician, specialist or current therapist. If you do not already have a family physician, or you are new to the community, or are simply considering a physician change, we urge you to make this decision before an emergency limits your freedom of choice.

Signature _____ Date _____

Witness _____ Date _____