Great Lakes Chiropractic of St. Michael
116 Central Ave East St. Michael, MN 55376
PH: 763-515-6650 | FAX: 763-777-9186

2025 Policy Changes and Authorizations

The following policies have been updated for 2025.

Please review and initial beside each policy, acknowledging you understand and agree.

_____ **MISSED APPOINTMENT POLICY:** A $50.00 fee will be charged to all accounts that miss an appointment without 24-hour notice. All cancellations and reschedules must be made by calling or texting. NO emails. This is not a fee that can be submitted to your insurance.

_____ **INSURANCE:** Current insurance MUST be presented at the time of service. We will not go back to correct claims processing because of missing or invalid insurance. This applies to primary and secondary insurance policies.

In the event your insurance does not process a claim, or they reverse previously processed claims for any reason, we will not be able to go back more than 90 days to re-submit claims. This is a Timely Filing limitation set by insurance companies. You will be financially responsible for the self-pay office visit rate for all appointments older than 90 days.

_____ **CARD-ON-FILE POLICY:** All accounts are required to have a credit card on file to cover fees, co-pays, co-insurance and deductibles. See separate form.

_____ **COLLECTIONS:** Unpaid balances of five to nine months or more will incur an 8% late fee per month of the outstanding balance. After nine months, the account will be turned over to a collection agency.

_____ **HIPAA**: I acknowledge that I have been advised that a full copy of this office's HIPAA Compliance Manual is available upon request. I consent to the use of my health information in a manner consistent with the Notice of Privacy Practices Pursuant to HIPAA, the HIPAA Compliance Manual, State Law and Federal Law.

_____

PRINTED NAME OF PATIENT

_____

MINOR(S)

_____ _____

SIGNATURE OF PATIENT TODAY'S DATE

Great Lakes Chiropractic of St. Michael
116 Central Ave East St. Michael, MN 55376
PH: 763-515-6650 | FAX: 763-777-9186

2025 Policy Changes and Authorizations

2025 EMERGENCY CONTACT PERSON

EMERGENCY CONTACT #1	RELATIONSHIP	PHONE NUMBER
EMERGENCY CONTACT #2	RELATIONSHIP	PHONE NUMBER

AUTHORIZED PEOPLE WHO HAVE ACCESS TO MY INFORMATION

I authorize Great Lakes Chiropractic of St. Michael to share my account information including TREATMENT DETAILS, ACCOUNT INFORMATION, PAYMENT DETAILS, AND APPOINTMENT TIMES with the following people. (spouse, parent, children)

NAME	RELATIONSHIP TO PATEINT
NAME	RELATIONSHIP TO PATEINT
NAME	RELATIONSHIP TO PATEINT

☐ **Please do NOT allow anyone to access my information**

This is valid until revoked or changed by written communication.

SIGNATURE OF PATIENT (OR RESPONSIBLE PARTY, IF MINOR)	TODAY'S DATE

Great Lakes Chiropractic of St. Michael
116 Central Ave East St. Michael, MN 55376
PH: 763-515-6650 | FAX: 763-777-9186

AUTHORIZED CARD-ON-FILE

I am providing Great Lakes Chiropractic of St. Michael with a credit card to be stored securely and used for all fees, co-pays, and/or co-insurance or deductibles after insurance has processed my claims. The card on file can be changed or removed at any time by contacting Great Lakes Chiropractic of St. Michael.

_____ The card-on-file will only be used in these situations:
(Initial)

a) **when authorized by you to pay your balance**
b) **automatically when you have a past due balance of over 60 days**
c) **automatically for a missed appointment fee**
d) **automatically when you cancel/reschedule an appointment with less than 24-hour notice**

I agree to respond promptly when Great Lakes Chiropractic of St. Michael notifies me that my card-on-file does not work or has expired.

This card-on-file can be used for the following people or family members:

Name	Relationship
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

_____ _____
SIGNATURE TODAY'S DATE

Security note from Rectangle Health, the credit card processing software vendor:
"All cards are electronically stored and encrypted in the payment portal software, such that no direct staff at Great Lakes Chiropractic or support staff at Rectangle Health can view your information at any point, beyond the last 4 digits. Once imbedded into the software the information is encrypted and stored.