

## Social Security Omit Policy

Perakis, Resis, Woods & Associates follows all confidentiality guidelines on the state and federal level and has developed systems to secure all patient information, financial information and clinical data.

Perakis, Resis, Woods & Associates obtain patient and responsible party's social security numbers upon intakes in order to allow for:

- Verification of benefits
- Payment of benefits as some insurance companies still require social security numbers to be identified in order for payment to be received.
- Accounts to be sent to collections. Our collection agency needs social security numbers in order to pursue unpaid balances.

If a patient or responsible party refuses to give their social security number when beginning treatment at Perakis, Resis, Woods & Associates, we must obtain a signature by the patient prior to rendering treatment agreeing to the following:

- All co-pays and balances must be paid at time of service.
- All insurance balances not paid for what ever reason, must be paid in full prior to any future visits. For example, if the insurance company requires that a social security number be included in claims and therefore denies claims due to lack of demographic information.
- There may never be a co-pay balance larger than one co-pay charge at any given time.
- Failure to keep any balances paid off will result in future appointments not being scheduled and eventual termination from the practice.

You have chosen not to supply Perakis, Resis, Woods & Associates with your social security number. As a result, you agree to the above guidelines regarding payment of services to our practice. This agreement will stay in effect as long as the patient is actively involved in treatment with any clinician at PRA. Failure to sign this agreement will result in services not being rendered.

I agree to abide by the above guidelines.

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Patient

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Date

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Responsible Party

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Date

9.20.07 effective