

## **Payment and Collection Policy**

You are required to provide us with your insurance information prior to scheduling an evaluation and we will require a copy of your insurance card for your primary and secondary insurances, if any. You are responsible for verifying your benefits with your insurance company, as you are responsible for all charges not covered by insurance.

Payment method for charges not covered by insurance – You may upload and store credit card information to your account to facilitate payments through the Kiosk or client portal. This is PCI compliant, which means the storage, process, and transmission of cardholder data is maintained in a secure environment. Payments may also be made at the Center’s front desk or mailed to:

Schreiber Center for Pediatric Development  
625 Community Way  
Lancaster, PA 17603  
Attn: Billing

For insurance carriers that Schreiber participates with, we will file a claim with your insurance for any changes. If your insurance requires a copay, you are responsible for paying this at the time of service.

You are also responsible for any deductibles and the cost of service not covered by your insurance. You may pay these using the Kiosk or the client portal at any time, but they must be paid monthly. Statements will be mailed to you each month.

If you do not have any insurance coverage (self-pay), all payments due are required at the time of service. It is the responsibility of the family to report immediately any changes in insurance coverage (primary and secondary). Failure to do so will lead to a disruption in services, and any non-covered charges will be the responsibility of the family and are due immediately. For children with coverage through the Medicaid Program, it is the responsibility of the family to renew your child’s coverage for Medicaid annually. If you do not renew, you are responsible for any charges. If you have any questions regarding billing, please contact our billing department.