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Virginia Medical Acute Care

VMAC

“Where Medicine Takes Care of Business”



CORPORATE SERVICES

TO OUR CLIENTS

Introduction

VMAC has been serving employers and their companies for more than 15 years. We are an urgent care clinic specializing in Occupational Health, such as drug screening, DOT physicals, Breath Alcohol Test, workers' comp, etc.

If you don't have an account with us please contact our Office Manager, Claudia Holsing at vmacmanager@gmail.com or call 703-564-5998. Clients without a corporate account set up with VMAC will be on cash basis only for corporate services such as DOT physicals, collections, BAT, etc.

Standard Procedures

Please read the following steps carefully to better serve your employees when they come to our clinic for corporate services.

- A photo ID is required at all times. This is federal law we must follow.
- The Authorization for Service Form is necessary at the time of each visit. The top part of the form needs to be completed by the employer, including checking the services needed. The bottom part of the form needs to be completed by the employee. This form can be faxed ahead (703-564-6544), e-mailed (frontdesk@vmacurgentcare.com), or the employee can bring it at the time of the visit. Please keep in mind that incomplete forms will affect the timing of the visit. This form can be obtained through our website, www.vmacurgentcare.com, or you can request one by e-mail at vmacmanager@gmail.com.

Billing for testing services (non insurance products)

- Corporate invoices will be mailed or e-mailed the first week of each month. All invoices are due upon receipt. VMAC bills directly for drug testing according to contract. VMAC does not bill insurers for any drug testing. If your company has an agreement with your insurer to pay for drug testing, you will need to pay VMAC according to contract and then request reimbursement from your insurer, per your contract with them.
- Client is fully responsible for all payments to VMAC. If the client uses a third party to pay invoices and in the event that the third party of the client does not pay invoices within the terms of the contract and outstanding balances exceed the 90-day period, the client's account will be directly affected, in that it will be subject to be placed on a cash-basis status and subject to a 1.5% carrying cost monthly until paid. Client is responsible for collection fees, court costs and reasonable attorney fees to collect unpaid accounts.
- Please note that VMAC does not deal directly with third party administrators (TPA) beyond clarification of protocols. Our contract is with the client and not with a TPA should one be utilized. Should the client use a TPA we expect the client deal with them on issues affecting their account status, including, but not limited to, delayed or late payments; and, that the client to provide itemized detail accompanying all account payments made by either the client or their TPA. This is a VMAC internal policy.
- A past due reminder is sent at 60 days. Once your account reaches 90 days past due, we can continue to see your employees, however service will be on a cash basis only, until the account is brought current.

We appreciate your business!

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