



## FINANCIAL POLICY FOR PATIENT CARE SERVICES

To help us provide the most efficient and reasonable health care services, it is necessary for us to have a financial policy. Patients are responsible for the payment of all services provided. It is our policy to file for insurance as a courtesy to you if we have accurate and complete insurance information. If your insurance company requires a referral, and it is not on file with our office, you must present it at the time of your visit. If seen without the referral, you are responsible for payment in full at the time of service.

If you have insurance and we file with your carrier, we ask that you pay the portion that is your responsibility and any unmet deductible at the time of service. For Medicare patients, we will wait until we have received payment and then bill for any remaining balance due. Since we are not a party to the agreement between you and your insurance company, we ask that you assist us in contacting them if they have not paid for your services within 30 days.

If you do not have any insurance and are not covered by either Medicare, payment is due in full at the time of service. We accept cash, check, Visa, and Mastercard.

We require 24 hours notice to cancel an office visit appointment. **For patients who miss their office visit or do not give adequate notice of a cancellation, there will be a \$25.00 fee.** Payment will be required to schedule another office visit.

We require 48 hours notice to cancel a surgical or cosmetic procedure appointment. **For patients who miss a surgery or cosmetic procedure appt. or do not give adequate notice of cancellation, there will be a \$75.00 fee.** Payment will be required to reschedule the procedure.

We discharge patients who fail to cancel in advance more than two times ("NO SHOWS").

To help in this policy we ask that you assist us by:

- 1.** Providing us with current and updated information on yourself and your insurance coverage and advise us of any changes.
- 2.** Make payment at the time of services. The entire balance is due if you are self-pay, or the amount of the deductible/co-pay if you have insurance.
- 3.** Discuss your account balance only with the checkout or business staff. Please DO NOT ask the physician to spend the office visit discussing the financial aspects of your care. It is important for the physician to be allowed to practice medicine and provide patient care. Please work with the rest of the office staff on any account questions or problems you may have.