



## Financial Policy

EFFECTIVE OCTOBER 31, 2013

Due in part to the recent government furlough, our enrollment in your insurance plan has been delayed. We appreciate your business, and do not want this delay to adversely affect you. Until this issue is resolved our financial policy will be as follows:

- Please have your insurance card available at each visit.
- Insured patients will be asked to pay the amount of their specialist co-pay at the time of service.
- Once enrollment in your insurance plan is complete, a charge may be submitted to your insurance company. If your insurance company approves the claim, you may receive a bill for your customary out of pocket expense, such as an unmet deductible or co-insurance.
- Should your insurance company deny payment for services or consider the visit to be out of network, *any out of pocket expense which you would not normally have incurred will be written off.*
- Payment for cosmetic services is due at or before the time of service and cannot be billed to your insurance.
- Patients who cancel with less than 24 hours notice or no show 3 or more times in a 2 year period will be charged a \$50 fee.
- A \$50 fee may be charged for patients who cancel any surgery appointment with less than 24 hours notice.
- Patients scheduling office visits who cancel with less than 24 hours notice or no show 3 or more times in a 2 year period will be charged a \$50 fee.
- A \$35 fee will be assessed for any returned checks.
- Balances past due greater than 90 days may be submitted to a collection agency.

**I have read and understand the Financial Policy:**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_