



## **Patient Financial Policy**

We have developed financial policies to promote understanding between our patients and our practice. If you have any questions regarding these policies, please discuss them with the office manager. We are committed to building a successful relationship and providing the best care for our patients.

### **Payment**

- Unless you or your insurance carrier has made other arrangements in advance, full payment is due at the time of service. For your convenience we accept Visa, MasterCard, Discover, American Express, Checks, and Cash. There is a \$32.00 fee for any returned checks.

### **Insurance**

- We have made arrangements with many insurance companies to accept an assignment of benefits. This means that we will bill these plans for which we have an agreement and will collect the authorized co-payment at the time of service. It is part of the insurance contract to collect this co-payment at your appointment. If your benefits are subject to deductible and/or coinsurance, then you will be responsible for payment at time of service.
- It is the responsibility of the patient to provide us with the current insurance, address and telephone numbers at each visit.
- Please contact your insurance company to be familiar with the coverage and limitations.

### **Missed Appointments**

- There will be a charge of \$25.00 for missed appointments unless 24 hours notice is given. Our appointment operators are available to assist you with your rescheduling needs.

### **Minor Patients**

- For all services rendered to minors, we will look to the adult accompanying the patient for payment.

### **Surgical Patients**

- Outpatient, Inpatient or Surgical Office procedures must have the estimated surgical deposit paid in full by the pre-operative visit. There will be a fee of \$250.00 for surgery appointments not canceled at least 2 weeks prior to surgery case.

### **Disability/FMLA**

- A fee of \$25.00 is charged for patients or \$50.00 for a spouse, allow 10 business days for completion of forms.