

NEW OFFICE FINANCIAL POLICY

This sheet has been prepared for your benefit. It contains information regarding our billing and insurance procedures. Our office is open 9 a.m. to 5 p.m. Monday through Friday. If you have any questions regarding the following policies, please feel free to talk to us about them.

Our office operates on a fee for service basis. All charges for examination, consultation, and special tests performed in the office are due and payable in full at the time services are rendered. We will accept cash, personal checks, money orders, Master Card and Visa. If other arrangements are necessary, please discuss them with our office manager before you see the doctor.

We will provide you with an itemized receipt of your charges. This can be used for any insurance claims you want to process. Please be sure to take this receipt when you leave the office. We only file insurance claims for office visits with those insurance companies that we are providers for. We do file all surgery claims.

Payment of the doctor's fee is the personal financial obligation of the patient or the person authorizing treatment. This personal obligation is not altered because the patient's charge is covered, in whole or in part, by insurance. Full payment is expected within 90 days. You will receive a statement every month showing your current balance due. Any account not receiving a payment every 30 days is considered past due and will receive a monthly service charge of \$5.00.

If you have any questions or problems regarding your insurance claim, please contact our financial manager.

For those patients requiring a referral form from their primary physician, as requested by your insurance company, please note. It is your responsibility to obtain these before coming in for an office visit and/or surgery.

Thank you for your cooperation.

I have read the above office financial policy and understand my obligations.

Signature

Date

Telephone: (913) 438-9898

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