

## FINANCIAL POLICY

### ***To Our Patients:***

Declining insurance reimbursements as well as increasing paperwork required by insurance companies have caused an increase in our staff and physician time and recourses; therefore, we have found it necessary to impose the fees listed below. These fees will not be billed to your insurance carrier. We are happy to explain any questions you may have regarding these financial policies.

#### **1. Completion of Forms**

Due to the increasing amount of paperwork required by many insurance companies, we have been forced to impose a minimum fee **starting at \$15** for completion of forms and/or the production of letters during a patient's care. This is for purposes other than forms used submit charges for services rendered. We ask that this fee be paid prior to the release of the form/letter. These forms include, but are not limited to:

- Disability Forms
- FMLA Forms
- Leave of Absence Forms
- Letters regarding coverage of medications
- Letters to employers

**Note: There is also a charge to copy Medical Records. We strongly request if you are giving us copies of your medical records to also keep a copy for yourself.**

#### **2. Missed appointment Cancellation Fee**

We realize that unexpected emergencies may arise to keep you from your annual exam appointment. We understand this; however, to decrease the number of patients who do not show up for an appointment without at least **24 hours** notice; there will be an **\$85** charge for missed annual exam appointments. A **\$25** charge will be charged for any follow up appointment missed.

#### **3. Returned Checks**

There is a **\$25** returned check fee.

#### **Minor Patients ( under 17 and younger)**

The adult parent or guardian accompanying the minor is responsible for payment of the minor patient's account regardless of who the insurance policy holder is. For unaccompanied minors, treatment will be denied until the parent or guardian is present or we have written permission for treatment and payment of the account.