

Office Policies & Procedures

The following information will explain our policies and procedures. Please read it carefully and acknowledge with your signature below. Thank you!

CANCELLATION POLICY:

The office has a 24 hour cancellation policy. If you need to cancel or reschedule, kindly contact us at least 24 hours prior to your appointment. If you are unable to cancel within 24 hours, you will be held responsible for your visit, a minimum payment of \$70.

PUNCTUALITY POLICY:

It is our priority to spend quality time with each patient. We cannot accommodate a patient who is more than 20 minutes late, as this will affect other patients. If you are late, we may not be able to see you, and you will be responsible for payment in full.

FINANCIAL POLICY:

Fees for office visits and supplements are due and payable in full at the time of your office visit. We accept credit card, checks and cash. There will be a \$20 fee for all returned checks.

We do provide insurance billing; submission of medical insurance claims will be handled by the office as a professional courtesy. Payment is expected at the time of service. This includes co-pays, co-insurance, and deductibles. Failure to produce payment at check-in may result in your appointment being rescheduled.

Any amount not covered by the insured/patient's insurance is due within 30 days of the time of service. Late payments will incur an additional \$10 per month billing fee.

Should you have extraordinary financial pressures, we will assist you with a payment plan, agreed to in writing prior to services being rendered.

Accounts will be turned over to a collection agency if past due 60 days or more.

There is an additional \$50 fee for appointments made during non-business hours.

I have read and I understand the policies and procedures set forth and agree to their terms and conditions.

Name

Date