



## Office Policy

1. Please have your current insurance ID card available at each visit so we can avoid filing errors. Errors and changes in policy coverage prevent us from filing your insurance with only a policy number and company name therefore so it is very difficult to file insurance for you without a copy of your current ID card. If at any time your insurance should change, especially during pregnancy, our office must be notified immediately of the change to accurately file claims.
2. All changes in your personal information will require an updated patient information sheet. Please provide current information.
3. Patients are required by their insurance companies to pay their co-payment at the time of their office visit. All patients should make necessary arrangements prior to their appointment to pay their co-pay on the day of their appointment.
4. Past due patient balances after 60 days will incur a late fee. To avoid being charged late fees please send your payment in on time. (60 days is counted from insurance payment, not service date).
5. All co-payments, co-insurance and deductible amounts are due and payable at the time of check-in. This policy is in accordance with the legal requirements for collections patient responsibility amount. All charges are due and payable sixty days from the date of service.
6. Failure to give a 24 hours' notice for all procedure visits (those requiring extra time set aside by physician and the patient) will result in a \$25.00 fee. This includes surgery.
7. Our office requires the last four numbers of your social security numbers to file claims. Without this we cannot file a claim on your behalf and payment may be due at time of service.
8. If there are special circumstances that prevent you from paying your bill in a timely fashion, please let us know so that we can assist you in making alternative arrangements.

Signature of Patient or Guardian: \_\_\_\_\_ Date: \_\_\_\_\_