



IT IS IMPORTANT THAT YOU TAKE THE TIME TO REVIEW THIS INFORMATION

1. All new patients must complete our patient information forms prior to being seen. Established patients must update the information sheet on a yearly basis. All prior records must be received in the practice prior to first appointment
2. To ensure accuracy when billing your insurance company, we must have a current copy of your insurance card on file. If we are unable to verify your insurance benefits, you will be required to pay at the time of service.
3. IT IS YOUR RESPONSIBILITY TO KNOW YOUR INSURANCE BENEFITS.
4. You will be required to pay for office visits in full until your yearly deductible is met.
5. All insurance co-pays and percentages are due on the day of the visit.
6. For your convenience we accept cash, personal checks, VISA, MasterCard and Discover.
7. All returned checks will be assessed a returned check fee. Fees are as follows; \$50 or less \$25.00 fee, \$50.01-\$300; \$30 fee, 300.01 or more \$40.00 fee. After two returned checks, we will no longer accept personal checks on your account.
8. We must be notified of any changes in your insurance coverage and have the insurance verified before seeing the doctor. If you do change insurance carriers, please call the office prior to coming in for your appointment. This way we can have your insurance verified before you come in.
9. New babies must be added to your insurance policy before any claims will be paid. Most insurance companies require that you do this within thirty days after the baby is born.
10. If your insurance company has not responded within ninety days from the date the claim was filed, you will be responsible for payment of the bill. In the event the insurance company pays after you have paid, you may request a refund.
11. Even though our office has a contract with your insurance company, it is still your responsibility to see that any charges submitted to the insurance carrier are paid in a timely manner. It truly helps when the policyholder gets involved, therefore we may ask you to contact them if there is a problem getting the bill paid.

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