

FINANCIAL POLICY

Dear Patient,

Thank you for choosing us as your health care provider. We ask all patients to read our financial policy. If you have any questions or concerns about our payment policies, please do not hesitate to contact our office manager or financial manager.

Managed care plans (HMO's and some PPO's) require referral authorization for each visit or service in writing from the Primary Care Physician. Patients are required to supply all necessary documentation at the time of service. Patients and parents, or guardians of the patient, are required to sign a waiver if the referral is not received at the time of patient's visit. **Claims rejected by the insurance carrier are the financial responsibility of the patient or the parent/guardian of the patient.**

If the correct insurance is provided to us at the time of service, we will submit all claims to your insurance carrier. **Payment for services is due at the time when services are rendered, including co-payments, outstanding balances, cosmetic procedures, or products.** We accept cash, personal checks, money orders, cashier's check, Mastercard, Visa or American Express.

Your insurance policy is a contract between you, your employer, and the insurance company. All charges are your responsibility, whether your insurance company pays or not. Not all services are covered benefits in all contracts. You should check directly with your insurance company for the extent of coverage.

Please call well in advance to cancel or reschedule appointments. **We reserve the right to charge for missed appointments in the range of \$50 to \$100 per visit when not cancelled 24 hours in advance.**

We understand that temporary financial problems may effect timely payment of your balance. We encourage you to communicate any such problems so that we can assist you in the management of your account.

We appreciate your trust in us and we appreciate the opportunity to serve you.

Samuel D. Goos, MD
Steven A. Franks, MD
Benjamin Solky, MD
Kathleen M. Joyce, MD
Frank P. Fechner, MD
Christy M. Williams, MD
Beth McCabe, DCNP
Donna Kulas, DCNP
Kathleen Burke, DCNP
Barbara Bradley, DCNP
John Chambliss, PA-C
Betty Jo Chiara, Medical Esthetician
Denise Judson, Medical Esthetician
Glenn W. Smith, COO
Christine Roche, Business Manager
Jennifer Harless, Billing Manager