

OFFICE POLICY

Your First Visit

Please bring your insurance card on your first visit so that it may be copied for your file. It is a good idea to bring your card on every visit. If your insurance ever changes, it is especially important to let us know and bring your new card. Please arrive 15 minutes before your first appointment time so that all paperwork can be completed.

Contracted PPO and HMO Plans

If our physicians are covered providers in your PPO or HMO plan, any co-pay or deductible is due at the time of service. By law, co-payments must be paid at the time of service. The balance of your bill will be billed to your insurance company. If your HMO requires a referral form from your primary physician, it is your responsibility to have this by the day of your visit. If an appropriate referral is not provided, you will be fully responsible for the bill at the time of service.

Non-Contracted Insurance and Self-Pay Patients

If our physicians are not contracted with your insurance plan or you do not have health insurance, full payment is due at the time of service. We will provide you with a receipt if you wish to file your insurance claim yourself.

Medicare

Our physicians are Medicare providers and we do accept assignment on covered services. All Medicare patients are responsible for their 20% co-pay and annual deductibles, and 100% of non-covered / excluded services such as screening / routine exams.

Payment

Payments may be made by cash, check, Visa, Mastercard, Discover Card or American Express

Minor Patients

All minor patients (less than 18 years of age) must be accompanied by their parent, grandparent or legal guardian on their first visit. A consent form must be signed to have a minor between the ages of 16-18 seen without their parent or legal guardian present. If under the age of 16, the patient may only be seen with a parent, legal guardian, or grandparent present.

Disability / FMLA Paperwork

Please be advised there is a charge for completion of paperwork that is the patient's responsibility and is not billable to insurance. Payment must be received prior to paperwork being filled out. The fee for disability or insurance paperwork is \$40.00 and FMLA paperwork is \$ 15.00

Missed Appointments

If you are unable to keep your appointment or scheduled surgery appointment please notify our office at least 24 hours in advance. Failure to provide 24 hours notice will result in a "no-show" charge. The no-show fee is \$50 for a regular medical visit and 50% of the anticipated cost of a scheduled surgical procedure. No-show charges are not billable to your insurance. If a no-show charge has been incurred it must be paid in full before your appointment can be rescheduled.

I as the insured, the above office policy. Furthermore, I am aware that any balances greater than 60 days must be paid in full in order for the patient to continue with non-emergent visits. Lastly, I understand that Precision Surgical reserves the right to change any fees and/or policies without prior notification.

Signature of Patient or Responsible Party

Date