

Insurance and Payment Policies

Co-payments must be made at the time of the visit by cash, check or credit card. A bill for services will be sent by our staff directly to your insurance company. If you have an out of state plan or medicare or medicaid in addition to your insurance, You will need to pay out of pocket for the visit and be reimbursed for the services. Please check with your insurance about coverage and deductibles so you will not be surprised by fees that they hold you responsible for. All patients are responsible for payment of services that are not covered by insurance.

****We have a waiting list for patients who are anxious to get in for an appointment as soon as possible. If appointments are canceled at least 24 hours in advance, we can fill that slot with someone on the waiting list.**

Cancellation Policy: All appointments must be cancelled 24 hours in advance in order to avoid being charged for the missed appointment. (Insurance companies do not cover missed visits). Due to the high number of no shows and last minute cancelations, we are now collecting credit or debit card information to keep on file. **Your credit card will be charged ONLY FOR MISSED VISITS/ LAST MINUTE CANCELATIONS AND FOR OVERDUE BALANCES > 90 DAYS.** You will have the option to use another method of payment should you choose. In the event of a missed appointment, that has not been canceled at least 24 hours in advance, your card will be charged for the cost of that appointment (\$150 for follow up visits).

Credit or Debit card information:

Name on Credit or Debit

Card: _____

Please circle: Master card Visa American Express Debit Card

Card

number _____

3 DIGITS on back of card _____ **(4 DIGITS FOR AMERICAN EXPRESS on front of card)** _____

Expiration Date: _____ **Zip code:** _____

I acknowledge that I have read this policy and that I am responsible for fees that are not covered by my insurance company.

Client

Signature _____

Date: _____