# **Insurance & Payment Policy**

Patients are asked to provide insurance information when joining our practice as a new patient. If insurance changes at any point, this must be updated with our office to ensure the new insurance policy is within our network. Any balance incurred due to filing a claim with an inactive insurance policy will result in patient responsibility of the balance.

It is the responsibility of the patient to understand their insurance coverage. Insurance plan contracts are between the patient and the insurance carrier. Our office does not have access to the details of your plan. Please be familiar with what your specific plan will cover as all insurance plans are different. Once a claim is filed, any balance left (due to deductible, co-insurance or non-coverage) after your insurance company makes adjustments/payments, *will be patient responsibility*.

If you have any questions regarding cost of any procedure, treatment, etc., please ask the provider <u>before</u> the service is rendered.

Patients who do not have insurance are required to pay the full balance at the conclusion of the office visit.

# Past Due Balance Policy

Once an account balance is 90 days or more past due, we may be forced to refer your account to an outside collection agency. If this occurs, we will be unable to see you for any upcoming appointments until the full balance is paid. If an account moves into the '90 days past due' status more than three times, no future appointments will be scheduled with our office.

### No Show & Cancellation Policy: Medical Visits

We ask that you give us at least 24 hours notice if you need to cancel or reschedule your appointment. Any medical visit that is not cancelled/rescheduled within the 24 hour period is subject to a \$25 fee. After 3 no shows or cancellations before the 24 hour period, no future appointments will be scheduled with our office.

# No Show & Cancellation Policy: Cosmetic Visits (Lasers, Chemical Peels, Facials, Fillers, etc.)

We ask that you give us at least 24 hours notice if you need to cancel or reschedule your appointment. For cosmetic visits that are not cancelled/rescheduled within the 24 hour period, a fee will be applied to your account for 50% of your scheduled treatment price. This fee must be paid before your next appointment can be scheduled. After 3 no shows or cancellations before the 24 hour period, no future appointments will be scheduled with our office.

### Late Policy

We highly value our patient's time. We strive to maintain short wait times to see a provider. Out of respect to other patients and the provider, if you are 10 or more minutes late to your appointment, we will reschedule you for a different time/day.