



### **Financial Policy**

*We are dedicated to providing the best possible care for you, and we want you to completely understand our financial policies.*

1. Payment is due at the time of service unless arrangements have been made in advance by your carrier. We accept Visa and MasterCard.
2. Keep in mind that your insurance policy is a contract between you and your insurance company. As a service to you, we will file your insurance claim if you assign the benefits to the doctor. If you agree, your insurance company will pay the doctor directly. If your insurance company does not pay the practice within a reasonable period, we will have to look to you for payment. If we later receive a check from your insurer, we will refund any overpayment to you.
3. We have made prior arrangements with many insurance companies and other health plans to accept an assignment of benefits. We will bill them, but you may be required to pay a co-payment at the time of your visit.
4. It is your responsibility to bring any required referrals for treatment at, or prior to, the time of your visit. If you do not have a referral, your visit will be rescheduled, or you may sign a waiver accepting financial responsibility.
5. Not all insurance plans cover all services. In the event your insurance plan determines a service to be "not covered," you will be responsible for the complete charge. Payment is due upon receipt of a statement from our office.
6. All cosmetic procedures must be paid for at the time of service.
7. All returned checks will have an additional fee added of \$30.00.
8. We require all previous account balances to be paid in full unless other prior arrangements have been made within the billing office.
9. \*Since cosmetic procedures are not covered by my insurance plan, I agree to be responsible for payment in full of the procedure(s) to be performed, at the time of service. Any pre-payments or payments made for cosmetic procedures are non-refundable and non-transferable. Multiple treatments may be needed to achieve the desired results.\*

Our business office is always happy to assist your needs. Please contact them at (301) 777-5306. Business office hours are Monday- Friday 8:00 AM-4:30 PM.