

Office Policies and Procedures

- ❖ **Payment is due when services are rendered.** Payment due is based upon individual insurance benefits. If you carry a balance higher than \$100 you may be asked to pay towards that balance prior to making future appointments.
- ❖ Trimming of corns and calluses is considered a routine procedure by **MOST** insurance companies (with the exception of Medicare). **You will be required to pay for this service as an out of pocket expense.** Medicare only allows these services once every 61 days for at **risk patients**. Medicare only covers patients who meet certain criteria.
- ❖ Kindly give **24 hour notice** if you need to cancel an appointment. Appointments not cancelled within 24 hours and/or appointments broken without notification **will be charged a \$35 fee.**
- ❖ **Cancelled/Broken surgical appointments will be charged a \$100 fee.**
- ❖ **Prescriptions called in or picked up will have a charge of \$10.00 per prescription.** Please ask for any prescriptions you may need during your office visit to avoid this charge.
- ❖ **X-rays taken in our office are digital images.** You may obtain a CD of the x-ray images for a charge of \$15.00. Please call our office and allow 2 business days for digital images. Once the CD has been created, the \$15.00 charge will be applied to your account, even if you fail to pick up the record.
- ❖ **There will be a minimum \$25 charge for providing medical records in any format.** The charge will increase accordingly for lengthier/involved charts. This charge also applies to requests from a patient's attorney. The charge will be applied to your account once the records have been prepared, even if you fail to pick them up.
- ❖ **Please silence your cell phone while in the treatment room.**

I have read and agree to adhere to these policies and procedures.

Name: _____ Sign: _____ Date: _____