ACADEMIC DERMATOLOGY & COSMETIC SURGERY CENTER
INSURANCE POLICIES & FINANCIAL AGREEMENT

Payment is required for all services at the time they are rendered. For those patients, applicable co-payments, deductibles and co-insurance amounts will be collected prior to seeing our provider. We are required by your insurance carrier to collect these balances. These are not fees that we determine, but are in fact set and determined by your insurance carrier. These fees do not mean that your insurance carrier did not or will not cover your visit but are approved services by your insurance carrier and are the patient’s out-of-pocket responsibility.

Our office appreciates that insurance matters may be confusing. Therefore, a member of our billing office will meet with you prior to any services rendered to inform you of your cost responsibility. This amount is due prior to services being performed. We will attempt to be as accurate as possible in the amount that you owe. However, once the claim has been filed there may be additional fees owed or you may have a refund coming back to you. Please note, that all refunds will be credited to your account promptly.

**What is an Insurance Copay, Deductible or Co-Insurance**

**What is a copay?**

A copay (or copayment) is a flat fee that you pay on the spot each time you go to your doctor. For some carrier’s the copay amount is higher when seeing a specialist. The amount you pay for that visit is your copay. Your copay amount may be printed right on your insurance card. Copay’s cover your portion of the cost of a doctor’s visit or medicine.

**What is a deductible?**

A deductible is the amount you pay each year for eligible medical services or medicines before your insurance plan kicks in. For example, if you have a $1,000 yearly deductible, you are obligated by your insurance carrier to pay the first $1,000 of your total eligible medical costs before your insurance carrier will pay their percentage.

**What is coinsurance?**

Coinsurance is a portion of medical cost that you pay when your health plan kicks in. Your plan kicks in after you have paid your required deductible. Coinsurance is just a way of saying that you and your insurance carrier each pay a share of eligible costs to add up to 100%. For example, after your copay is paid, and after your deductible is met, you may still be liable for a percentage of the charge if your plan has a co-insurance. Your insurance company may only pay 70-80% of the remaining balance, leaving you responsible for 20-30%. Check with your insurance company or your employer to see if your plan has a co-insurance in addition to a copay and deductible.

**Office Visit vs. Procedures**

An office visit is defined as the examination and consultation with our provider. Any procedures performed in our office carry additional charges above the office visit charge. It is the patient’s responsibility to inquire about the additional cost before the procedures are performed. It is also the patient’s responsibility to obtain referrals when needed.

**Payment options & Service Fees**

Our office accepts cash, debit cards, most major credit cards and CareCredit. We also accept checks on statement balances only. Please note that there is a $35 service fee on all returned checks. Should our office have to send you a statement for services rendered, interest fees of 10% each month will incur if a balance remains unpaid after 60 days. Collection fees of 30% will incur if a balance remains unpaid after 120 days.

**Missed Appointments:** We require notice of cancellations 24 hours in advance. Failing to do so may result is a $30.00 missed appointment fee. Repeated missed appointments without notification may cause you to be discharged from the practice so that we can provide care to other patients.

**Medical Records Fee:** Patients are entitled under federal law to have access to their protected health information and we follow all rules, guidelines, and exceptions to ensure compliance to patient rights. However, providers also have the right to compensation for records and our fees are a reasonable cost-based fee for copies including the copying, supplies, labor, and postage of the files, and or summaries.

**Miscellaneous Forms, Additional Information and Authorizations:** We will provide all necessary information to have your benefits released. However, if it becomes necessary to submit redundant or unnecessary information for the completion of claim forms for work, school, sports, or extracurricular activities there will be an administrative fee, not to exceed $35.00, for additional information.

I have read the above Acknowledgements and Agreements and fully understand the same.