

# GEORGIA DERMATOLOGY CENTER AND MED SPA

## CHANGES IN FINANCIAL POLICY EFFECTIVE 12/10/2009

In order for our office to maintain accurate billing, we do require that an image copy of your current insurance card be on file in our system. It is imperative that you as the insured be aware of exactly how your policy has been written with your insurance company and how your individual benefits work. Please direct any questions about your policy to your insurance company customer service number on your card. Most insurance plans require a **separate deductible** for surgical procedures and in dermatology most procedures are considered to be surgical in nature. You will be required to pay this deductible at the time of service. If your insurance company has not paid our office within 45 days, you will be billed from our office and we will ask that you contact your insurance carrier directly to help expedite your claim.

Our office has increased the **Returned Check Fee to \$35.00** effective immediately.

If your account is delinquent and is turned over to a collection agency for processing, we will automatically assess your account an additional **38%** over the original amount due.

Outside facility laboratories are used for all blood work, biopsies and collective cultures. These facilities handle filing of their own charges with your insurance carrier directly. Depending on how your benefits are paid to the lab you will be responsible for any charges not covered by your carrier. These charges are not inclusive to any charges from our office.

Any adult presenting a child who is a minor for care in our office will be required to be present during the child's examination and will be responsible for payment of the patient portion at the time of service; this includes deductibles, co-payments and non covered services.

My signature below states that I have read this financial policy and I understand and agree with this policy.

\_\_\_\_\_  
Signature of Patient or Responsible Party

\_\_\_\_\_  
Date