

Southern Tier

DERMATOLOGY & AESTHETICS

Patient Financial Policy

If you have a contract with your plan, we will file a claim with your insurance company.

If your Insurance Company requires you to have a referral, you are responsible for obtaining one prior to your visit.

If a referral **IS NOT** on file at the time of your appointment, you will be responsible for payment at the time of service, sign a waiver of no referral on file, and must contact your primary care doctor immediately to arrange to have one sent to us. (If a delay in obtaining this referral occurs, this may result in non-payment by your insurance, per your insurance guidelines.)

Once the referral is received, we will process your claim to your insurance. When reimbursement is received from your insurance company, any monies owed to you will be refunded. However, you may also choose to reschedule your appointment until a referral is received.

The amount for which you are responsible include: **any deductibles, copays, percentages or non-covered services**. **Payment is required at the time of service.**

If the practice does not participate with your insurance, you will be responsible for the total cost of your visit at the time of service.

Southern Tier Dermatology has contracts with Medicare and many managed care plans. Please check with our reception staff to determine whether your plan is one of these.

If, at any time, you are concerned about the cost of a procedure proposed by the doctor, you may ask for someone from the business office who will be happy to discuss the cost with you.

For your convenience, this office accepts Master Card and Visa in addition to cash and checks.

The office requires a **48 HOUR NOTICE** for any cancellations or rescheduling of an appointment. If the appointment is not kept, a \$35.00 charge will be billed.

I certify that I have read the Patient Financial Policy of Southern Tier Dermatology & Aesthetics, and agree to abide by the policy.

Patient Signature

Date