

PATIENT BILLING AND FINANCIAL POLICY

As a courtesy, Blue Ridge Pediatrics, LLP will file a claim for all services to your insurance. Therefore, at registration, you will be asked for your current insurance information and will be asked to sign a form verifying the information. It is your responsibility to assure we have your most current insurance information and to notify us of any changes.

It is also your responsibility as the guarantor to verify that Blue Ridge Pediatrics, LLP is a participating provider with your insurance company and to be familiar with your plan benefits (i.e. deductibles, co-payments, in and out of network costs).

To summarize, you will be responsible for a bill for the following reasons:

- The service is not a covered benefit
- Your insurance company requires you to pay deductibles
- Co-payments and/or co-insurance are required by your insurance company
- Missed Appointment/No Show Fees charged for missed appointments

For all patients who must pay their health care bills, we accept cash, check, American Express, MasterCard, Visa and Discover.

Upon receipt of a billing notice showing your balance due, you are expected to make payment in full. Please contact our office if you have any questions or need assistance with understanding your bill.

To ensure timely receipt of your account information, please contact us if there is a change to your billing address.

The parent/guardian or authorized individual that brings the child to an appointment is responsible for payment of the services rendered.

MISSED APPOINTMENT/NO SHOW POLICY

You may be charged a Missed Appointment/No Show Fee of \$30.00 for a missed appointment. An appointment is considered a Missed Appointment/No Show if:

- The patient is a no show/no call for a scheduled appointment.
- We do not receive a 24 hour notice for cancellation of all appointments other than a same day sick appointment.
- We do not receive a 1 hour notice for cancellation of same day sick appointments.
- The patient arrives late for an appointment and the appointment has to be rescheduled for another time.
- For any reason, the patient is not seen by the doctor at their original scheduled appointment time.

Patients who miss or no show for a double appointment (bringing two children in at the same time) will be restricted from scheduling double appointments in the future.

ANY and **ALL** accounts that have 2 missed appointments/no shows within the same calendar year will be terminated from the practice.

Patient's Name

Signature of Patient or Representative

Print Name/Relationship to Patient

Date