**SUPPLEMENTAL FINANCIAL POLICY**

To be transparent, and provide quality medical care, we are making sure that all patients are aware of the following policies.

* Form completion: Single page $10, multiple pages $25
* No show or late cancellation
  + New patients must cancel 2 or more business days in advance, fee $100, second cancellation $150, if cancels twice will not be rescheduled
  + Existing patients must cancel more than one business day in advance, late cancellations or no show $50, second occurrence is $75, 3rd occurrence $100 and discharge from practice
* Letter requested from physician: $50
* Checks returned for insufficient funds, $35 in addition to amount owed
* Well woman visits are preventive medicine visits for screening, counseling, and health. Continued management of stable health issues. Any evaluation and management of a problem or new issue is not part of a well woman visit. In some cases, it may require a patient to reschedule, or it will be billed as a separate visit and may require a co pay.
* Medication Refills: Safely prescribing medications require the evaluation of the patient, the health history and other medications the patient is taking. As such, it requires some type of visit. Prescriptions and an appropriate number of refills are given to get a patient to the next time when re-evaluation is needed. This time depends on the patient and the clinical situation. It is the patient’s responsibility to be aware of what refills they need at the time of the patients visit, and request refills AT THE VISIT ENCOUNTER. Know when your refills expire and make an appointment prior to needing the medication. We do not recommend you go days without your medications. When starting on medications, we titrate the dosages of a variety of medications so a three-month prescription is not appropriate. ALL prescription refills, if done at the discretion of the physician, outside of an appointment incur a $20 refill fee as it requires time and work to confirm the refill is appropriate. **We do not change dosages or start new medications outside of an office visit.**
* In place of an in person follow up visit, a telemedicine visit MAY be arranged in place of a face to face follow up visit at the discretion of the physician. This requires both video and audio. This is covered by most insurance companies, but it is your responsibility to contact them before scheduling a telemedicine visit to verify coverage. The cost, if not covered, would be the responsibility of the patient.
* Card on File: We require that all patients have a credit card on file just like any hotel you stay in. This is kept securely and not available to personnel in our office and is not listed in your chart. If you are not able or willing to have a card on file, we recommend you get care from another provider. This is to ensure our care is properly reimbursed.
* After hours phone calls not relating to an urgent visit or within 2 weeks of surgery are billed at the following rates: $35 first 5 min, $25 each additional 10 min

I have read and understand the above policies and that they are non-negotiable.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_