



## LONG POND PEDIATRICS FINANCIAL POLICY

- Insurance cards must be presented at each visit. All copayments must be paid at the time of service. Deductible plans will be collected at check-in at a set limit per the insurance coverage. Any additional charges for a deductible plan will be billed to the patient after the claims has been processed and paid by the insurance plan.
- If there is no payment made at the time of service, there will be a \$25 billing fee added to the account. This billing fee will be waived if a payment is made with the billing department no later than 11:00 a.m. the following business day.
- Copayments/deductibles are expected to be paid by the person that accompanies the child to their visit, regardless of any other financial or legal arrangements. Compliance with court ordered arrangements will need to be discussed with the Billing Department ahead of the visit. We will be happy to provide a proof of payment if necessary.
- Well child exams may include an extended exam of a current diagnosis, or treatment of a separate illness or injury. The provider may bill my insurance for additional charges that may incur additional copays and/or deductibles. A list of examples of these extended services is posted in each exam room.
- A minimum 24 hour notice is required when canceling an appointment. Failure to provide adequate notice will result in a \$100 fee.
- Appointments scheduled on the same day require a minimum of 2 hours' notice if cancelling to avoid possible service fees.
- Failure to show for any appointment will result in a \$100 service fee. This is not billed to your insurance and is your responsibility. Please note repeated no-shows or cancellations may result in being discharged from the practice.
- Long Pond Pediatrics will align their form request policy with Federal and State guidelines. Forms, including FMLA, PFL, day care and camp will be completed within 5 business days. There is a \$10 service charge collected at the time of request. Forms needed sooner than 5 business days will incur an additional \$10 service charge.
- Checks returned for insufficient funds will incur a service charge of \$30 plus bank fees.
- Lab work sent to an outside agency may incur additional charges that is billed separately by that agency.

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Guarantor/parent signature

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Date