PLEASE NOTE OUR OFFICE POLICIES

● **We reserve the right to charge for appointments cancelled or broken without 24 hours advanced notice.**
The fee for a follow-up appointment (30 minutes) is $60.00
The fee for a new patient appointment (60 minutes) is $120.00

● **To our patients who have Managed Care Insurance (HMO):**
All patients requiring a referral MUST have a valid referral for each visit.
It is the patient's responsibility to make sure we have a valid referral.
If we do not have your referral, you will need to reschedule.
** **If you do not have your referral at the time of your visit, and we have to reschedule your appointment, there will be a $60 rescheduling fee for established patients and a $120 rescheduling fee for New Patients.****

● **Our office checks for eligibility of insurance only**. It is the responsibility of the patient to contact their insurance and determine if the doctor you are seeing is in or out of network. Please note; fees are higher if you see an out of network doctor.

● **Co-pays are due at the time of your visit. No Exceptions!**
We accept the following forms of payment:
Visa, Mastercard, Discover,
Personal Checks, Money Orders,
and Cash (exact change only, please)

There will be a $10 Administration fee added to your statement if you do not pay your copay at the time of your visit.

● **Please be advised that if you are more than 15 minutes late for your appointment, you may have to reschedule.**

● **There will be a $30 fee for all returned checks.**

I have read and understand the above policies for Pulmonary and Critical Care Associates.

Signature _____ Date _____

08-28-14