

## Welcome To Our Practice!

### Check-in:

Your first visit to a dermatologist is important, and it will be much easier for you and our office if you are well prepared. Arriving 5-10 minutes early with your completed paperwork will expedite the check-in process. Please bring your current insurance card(s) with you to each visit and your photo identification. Without the insurance card(s), we will be unable to file your insurance claim and you will be responsible for all charges for that visit. On follow-up visits, you will be asked to verify all demographics and insurance information so that our records remain current. We understand your time is valuable and will do everything possible to keep you from waiting. We may have to ask you to reschedule your appointment if you are more than 15 minutes late.

### Insurance:

Every insurance plan is different. We strongly recommend that you check with your insurance carrier regarding your plan's benefits and coverage. Routine in-office procedures include but are not limited to biopsies, injections, destruction of precancerous and non-cancerous growths and surgical removal and repair of cancerous and non-cancerous growths. These are billed separately from your office visit and may or may not be covered by your insurance or applied toward your deductible. Pathology services will be billed separately from an outside facility. We will gladly file your insurance claim on your behalf. We allow 45 days from the date the claim is filed for the insurance company to pay. If the insurance company does not pay within this time, you will be responsible for the balance. You are responsible for all co-payments and deductibles at the time of service. For your convenience, we take cash, check and all major credit cards. Any returned check from the bank for non-payment shall result in the patient's or Guarantor's account being assessed a \$25.00 fee per check.

If your insurance requires a referral, please have your primary care physician fax it to us prior to your appointment. Failure to obtain a referral may result in rescheduling your appointment or you may choose to be seen without the insurance benefits and pay for your visit in full.

We require 24 hours notice to cancel or reschedule. A \$25.00 fee may be charged for routine office visits and \$100 fee for surgical appointments, if we are not notified at least 24 hours in advance.

It is our office policy to require the presence of a parent or guardian with a patient under the age of 18 years.

Please sign and complete the following patient forms and bring them with you to your appointment to make the check-in process easier and hassle free: the patient registration form, the medical intake form, and this form which explains our billing and financial policies. Ocean State Dermatology cannot change the CPT (procedural) or ICD-10 (diagnosis) codes to accommodate a patient whose insurance will not pay for services. These billing processes are federally regulated and changing codes constitutes fraud. Signature of this form indicates that you understand that you will be responsible for any charges not covered by your insurance plan. If you do not have insurance, full payment is expected at the time of visit.

Signature of Responsible Party: \_\_\_\_\_ Date: \_\_\_\_\_

Print Patient's Name: \_\_\_\_\_ DOB: \_\_\_\_\_