

Aesthetic Dermatology, PA
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OFFICE FINANCIAL POLICY

The last few years have been busy regarding health care reform. The insurance companies have initiated new changes that will affect the way we handle your account. There are some billing guidelines and “hints” that allow us to survive health care reform. Please thoroughly read and sign this sheet.

- 1 We will collect your co-pay, deductible, co-insurance and uncovered services at the time of your visit.
2. Please be thorough with your insurance information if you expect us to file for you. Bring your insurance card with you and any authorization you may have. You will be responsible for any unpaid balances due to lack of information
3. As a courtesy, we will file your insurance. It is your responsibility to make sure we receive prompt payment from them. It is useful to maintain frequent contact with your insurance carrier to make sure they are paying, as they should.
4. Your insurance will send you an explanation of benefits that explains what they have paid to our office. This is a record that you must keep on file. If you do not agree with their payment, please contact the insurance company directly.
5. If your insurance denies payment on your account, you will be asked to pay by check, cash, Master Card, or Visa.
6. TO ALL MEDICARE PATIENTS: We will continue to participate as Medicare providers. We will bill Medicare as well as secondary insurance, but if payment is not received from your secondary insurance in 45 days, you will be notified and must pay our office the balance due. You must then contact your secondary insurance to pay you for the balance you paid our office.
7. HMO or PPO PATIENTS REQUIRING A REFERRAL: You are responsible for making sure your first visit with our office is authorized by your primary care physician (PCP). After your first visit, we will contact your insurance directly for further authorization. If you do not see the doctor for six or more months, you must contact your PCP and be referred to our office again. This is not our policy, but the policy of the insurance companies you are contracted with. Ultimately, it is the patient’s responsibility to make sure we have received authorization from you insurance. If the insurance denies due to lack of authorization, the office visit will be billed to the patient.

8. SELF-PAY PATIENTS: This category includes those people with no insurance and those patients who have an indemnity plan and wish to file their own insurance. Payment for medical services is expected on the day the services are rendered. We accept Visa, Master Card, checks, cash and money orders. If you will not be able to pay for services in full, you must contact our office to make payment agreement before coming to see the doctor.
9. If you have lab work or pathology that is sent to an outside lab, the lab will file your insurance for you. If you have questions regarding billing or claim payment, call the lab directly. We do not have information regarding lab billing.
10. Cosmetic procedures, chemical peels or laser treatments require deposit equal to one-half of the amount due for scheduled procedure. Deposit is non-refundable if 48-hour prior notice is not given or a “no show” occurs.
11. Aesthetic Dermatology, P.A charges a fee of \$5.00 for completing paperwork for an additional insurance policy ie life insurance, cancer, accident, surgery, cancer or indemnity policy up to five pages. Forms\policy consisting of more than five pages will require an additional fee of \$1.00 per page. The first copy of Medical records will be given at no charge, additional copies at the cost of \$1.00 per page. Please allow a minimum of ten days for our office to complete your request
12. Prescription refills may take up to seven days to complete, therefore we recommend that you contact your pharmacy several days prior to requiring a refill. The pharmacy will contact our office with a refill request which is reviewed by the physician, returned to the pharmacy. Should your refill require an office visit our office will contact you with the next available appointment. Please allow additional time for weekends and holidays.
 - Our practice is not the cause of insurance delays and denials. We file to insurance companies on a daily basis.
 - Remember, you and /or your employer pay the monthly insurance premiums. Your insurance company is accountable to you, not us. Do not hesitate to contact them if you disagree with their payment or to find out the status of your claims.
 - If you have questions regarding this financial policy, please speak with someone BEFORE a doctor sees you.

PATIENTS SIGNATURE

DATE