

Pediatric Center For Wellness Financial/Appointment Policy

We would like to thank you for choosing pediatric Center For Wellness to care for your child/ children. As one of our patients, we would like to keep you informed of our current office financial/appointment policy. We require a signature to document that you have read and understand these policies.

PAYMENT: Payment is expected at the time of service. This is an insurance company rule. This includes co-payments or coinsurance for participating insurance companies. Pediatric Center For Wellness, accepts cash, personal checks, VISA, MasterCard, and Discover. There is a service charge of \$35 for returned checks.

INSURANCE: It is the patient's responsibility to provide us with current insurance information and to present an active insurance card at each visit. If your plan requires, you must name Dr. Crystal Hood as your primary care physician prior to your first appointment. If Dr. Crystal Hood is not named on your insurance card as your primary physician, your appointment will need to be rescheduled.

REFERRALS: You must receive your referral to specialist before your appointment. No retroactive referrals will be given.

CANCELED APPOINTMENTS: If you are unable to keep your scheduled appointment, please call our office 24 hours before your appointment to reschedule. This will allow time to provide that time slot to another patient. We reserve the right to charge \$30 for appointments that are not canceled at least 24 hours in advance. If you have 3 or more no shows, you may be asked to find another physician.

PAST DUE ACCOUNTS: if we have to turn your account over to collection, you will be charged interest on the outstanding balance from the date your bill was due, and you will be responsible for all cost and expenses of collection including, but not limited to our reasonable attorneys' fees.

Please call if you have a question about your bill. Most problems can be settled quickly and easily, and your call will prevent any misunderstandings. If you are having trouble paying your bill, please discuss the situation with the Office Manager. Satisfactory arrangements can almost always be made. Financial considerations should never prevent children from receiving the care they need at the time they need it. Again, thanks for choosing PCW. It is our honor to serve you.

Print Name

Signature

Date