

ENDOCRINOLOGY ASSOCIATES, INC.

ENDOCRINOLOGY, DIABETES AND METABOLISM

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Board Certified

PAYMENT, INSURANCE NETWORK, REFERRAL AND FINANCIAL POLICIES

Dear Patient:

Please read the following carefully and initial beside each item and bring to your first appointment.

_____ In order to keep our fees at a minimum, all payments are due at time of service. We ask that you please call your insurance company **PRIOR** to your first appointment to ascertain your coverage.

_____ If a referral for specialist care is required, it is the patient's responsibility to obtain this **PRIOR** to their appointment.

_____ All Medicare patients will be required to pay 20% based upon the current Medicare Fee Schedule unless proof of a secondary insurance plan is presented. Medicare requires us to collect the \$100.00 deductible in the beginning of each year until Medicare notifies us that it has been met. It is possible that Medicare may deem certain procedures "medically unnecessary". According to Medicare guidelines, you will be required to sign a waiver prior to treatment and the fee for the procedure is due at the time of service.

_____ It is your responsibility to inform us of any change in insurance, address, telephone, or employment. All balances are due in full within 30 days of the service date.

_____ It is important for your health that you keep your scheduled appointments. However, if you must reschedule or cancel, please give us 24 hours notice so that we may offer the time to another patient. If you have missed or canceled an appointment without proper notification, any subsequent "no shows" will result in a \$50.00 fee.

_____ If you are more than 15 minutes late for your scheduled appointment you may be asked to reschedule.

_____ There is no charge for prescription refills Monday thru Friday when our office is given 48 hours notice. For weekend, holiday, or rush requests of routine medications, there will be a \$20 charge for phoning in these prescriptions.

We are committed to providing the best possible care. We must emphasize that as medical care providers, our relationship is with you, not your insurance company. We appreciate your understanding and cooperation in this matter, and apologize in advance for any inconvenience this may cause. Please don't hesitate to contact us with any questions or comments.