Check-In Requirements & Fees

Please know that we must follow the requirements of your health plan. It is important to understand how your health plan works, what services it covers, and what it requires of you. If you have questions about your coverage or personal obligations, call your health plan.

**Required at Check-In:** Photo I.D. and any co-payments, co-insurance, deductibles, and referrals (if required by your health plan). If any of these are not in order, we must reschedule your appointment.

We require a Pre-Authorized Credit Card Payment Agreement or a Service Deposit, at check-in, in any of the following situations:

* You don’t have current insurance from a company we contract with
* We are unable to verify your insurance coverage or referral status
* Your insurance requires you to pay a deductible or we are unable to determine the status of your deductible
* You have any outstanding balance on your account

If you have a high-deductible health plan or are responsible for paying co-insurance, we require a Pre-Authorized Credit Card Payment Agreement or an additional Service Deposit. Service Deposits are determined on a case-by-case basis and must be paid one week prior to your scheduled procedure. Any Service Deposit overpayments will be refunded promptly.

## Additional Fees Not Covered by Insurance

# Missed Appointment Fee **$30**

# Returned Check Fee **$40**

Copying Records [Processing Time: 5 business days] **$.75/page +** **postage**

Filling Out Forms [Processing Time: 10 business days] **$10 each**

We accept cash, checks, Visa, MasterCard, debit cards, & Paypal.

Thank you for entrusting us with your health!