

## **OFFICE POLICIES OF DERMATOLOGY ASSOCIATES OF MORRIS, P.A.**

At Dermatology Associates of Morris, we are committed to providing you with the highest quality medical care. We feel it is important for our patients to review and sign our Office Policies prior to their visit.

### **INSURANCE**

We require an active insurance card at every visit. You will need to present this card when you check in for your appointment. If you arrive without your insurance card, we may need to reschedule the appointment. It is your responsibility to inform the office of any changes in your insurance.

### **REFERRALS**

Dermatology Associates of Morris is considered a specialist. Many health insurance plans require referrals for specialist services. It is the patient's responsibility to ensure that he/she has a valid referral for each appointment. Without this referral in place, we will need to reschedule the appointment.

### **FINANCIAL**

Dermatology Associates of Morris is a specialty practice. Your insurance company determines the customary and reasonable fee for services provided. Patient balances may be due to charges applied to your deductible, a co-insurance (cost sharing percentage), your copayment, any fee that is considered cosmetic and not medically necessary, or balances determined to be patient responsibility by your insurance company. It is our policy to collect your copayment at the time of service. Copayments for services can be paid by cash, check or credit cards (MC/Visa). You will receive a statement in the mail for all outstanding balances. Delinquent accounts will be referred to our outside collection agency and the patient shall pay all applicable collection fees.

For cosmetic services, we require these be paid in full at the time of service by credit card or cash only.

### **CANCELLATIONS**

If you need to cancel or change an appointment, we ask that you contact our office at least 24 hours prior. Patients who do not show for their scheduled appointment will be charged a \$25.00 fee for a regular appointment and \$50.00 fee for a missed surgical appointment.

### **LATE ARRIVALS**

It is our goal to do our best to keep to the schedule of appointments. When a patient arrives late, it is difficult for the physicians to keep on schedule. If you do arrive late, it may be necessary to reschedule your appointment.

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Patient Signature

Date