

Important information regarding insurance and fees:

Please note that Dr. Heyman, Dr. Stone, Dr. Yang and Jacki Meinhardt are

OUT OF NETWORK PROVIDERS AND DO NOT PARTICIPATE IN ANY INSURANCE PLANS

Participation in commercial insurance:

Our doctors do not participate in any insurance plans. They are considered out of network in all plans. I understand that it is my responsibility to check with my insurer to determine if they provide out of network benefits.

Patients are responsible for payment for in full at the time of service and charges are determined by our doctors. I understand that the amount charged may be greater than the amount reimbursed by my insurance plan, and that I am responsible for the payment of the difference. I am financially responsible for any charges even should my insurer determine that those services are not covered or are unreasonable, medically unnecessary or inappropriate.

It is the responsibility of the patient to ensure coverage of any testing ordered by the doctor. This includes laboratory work

Medicare participation:

Our doctors do not participate in Medicare. You will need to sign a form that states that you understand that our doctors have opted out of Medicare.

We accept the following methods of payment:

Visa
MasterCard
Discover
Check

Missed appointments and late cancelations:

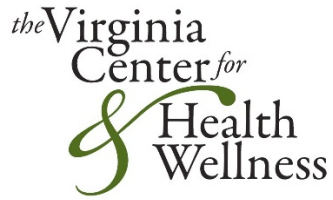
If you do not cancel your appointment within 24 BUSINESS HOURS you will be charged a **\$50 cancellation fee**. Please remember that we are not in the office on Fridays, so a Monday appointment will need to be canceled by end of the day on Thursday.

If you cancel your appointment on the same day or do not show up for your appointment, you will be billed a **\$100 cancellation fee**.

You will not be able to refill prescriptions or make another appointment until these fees are settled.

Our scheduling system will send appointment reminders to the email address we have on file, if you do not receive the reminder you are still responsible for keeping your appointment or rescheduling it.

_____ initials



Phone calls and email:

Calls and email that take over 10 minutes will be billed at the same rate as an in person appointment

Telephone and e-mail:

Appointments for telephone consultations are available for existing patients during regular business hours. In general there is no charge for brief uncomplicated questions. Calls that take over 10 minutes will be billed at the same rate as a 30 minute phone consultation. For non-urgent matters that would be best attended to during an appointment, we recommend that you schedule an appointment.

We are available for non-urgent questions by email. Please do not email urgent issues that require same day attention.

Form fees:

Because of the time required to complete forms, we charge fees as seen in the following fee schedule. We will try our best to accommodate your needs and any extenuating circumstances, but please try to allow 2 weeks for all forms to be completed.

- FMLA / Leave of absence: \$30
- DMV car placard \$20
- Insurance letters: \$20 per page
- Employment forms \$30
- School forms: \$20
- Disability forms: \$30
- Other letters: \$20

Please note prices are subject to change.

Test results:

Tests results will be reviewed at your next scheduled appointment. It is your responsibility to schedule a follow-up appointment to discuss the test results. Please note, some specialized tests can take up to 8 weeks to receive results.

Prescription refills:

Please allow at least 48 hours to process prescription refills. Contact your pharmacy so that they can fax a refill request to the office.

I have carefully read this form and acknowledge that I understand it.

Signature of patient: _____ date: _____