



FINANCIAL POLICY

West End Pediatrics is dedicated to providing excellent care and understanding overall-service to every patient at every visit. In the interest of avoiding misunderstandings that may arise due to any financial matters, please take note of our financial policy.

Our office participates in most major health plans, but please remember:

- It is your responsibility to verify that West End Pediatrics is a participating health care provider in your health plan. This should be done prior to making an appointment.
- It is your responsibility to know your benefits and to understand that if services rendered are applied to your deductible or considered non-covered services, you will be responsible for payment.
- Co-pays are due at the time of service.
- Insurance cards must be brought to each visit so that we can ensure that we are billing the most current insurance plan.

Cancellation/No Show Policy & Late Arrival Policy

- At West End Peds we strive to accommodate as many same day appointments as possible in order to provide the best possible care to all our patients. Therefore, if you need to cancel an appointment, please provide 24 hours notice so we can offer the time to another patient. If sufficient notice is not provided, you could be considered a "no show." And be billed accordingly. There is a \$50 fee for "no shows"
- We ask that every patient arrives 10 minutes prior to their scheduled appointment to allow time for the check-in process. If you arrive 20 minutes after your scheduled appointment, we may have to reschedule you to accommodate all other patients on the schedule.
- Repeat violators of these policies could be dismissed from our practice.

By signing this form, I acknowledge that I have read and understood the above policy.

Name of Guarantor

Signature

Date. / /

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