

WESTSIDE PEDIATRIC CLINIC CREDIT POLICY

Please Bring Your Insurance Card

As a courtesy to our patients, we submit claims to all primary and secondary insurance companies. Please remember to bring your current insurance cards to your appointment. Once your insurance company has processed your claim, we will bill you for the remaining balance. Payment is due upon receipt of your statement. We accept cash, checks, money orders, Visa, MasterCard, Discover, American Express & Debit cards. Payment can be made in our office, by mail, phone or on our website at www.westsidepediatrics.com.

No Show Appointments

We understand that life can be busy. If you cannot keep your appointment, we ask that you please call and cancel in a timely manner. If you do not cancel your appointment more than two hours before, it will be considered a no show and you will be charged a no show fee of \$25.00. After three (3) no show appointments you may be discharged from the practice.

Waiver

All patients are responsible, 100% for any & all charges your insurance does not cover. Example: wart treatments, circumcision, no show fee, etc

Co-pays

Many insurance companies require a co-pay at the time of service. We are contractually obligated to collect that co-pay. If you do not pay your co-pay at the time of service, you will be charged a billing fee of \$10.00.

Uninsured

If you are uninsured, or if we are unable to verify insurance coverage, we require a \$100.00 deposit. The \$100.00 will be applied to your charges. If your charges exceed \$100.00, we will bill you for the remaining balance.

Westside Pediatric Clinic offers all uninsured a 20% discount on office visits for payment in full at the time of service.

Unpaid Accounts

We assign all unpaid accounts to an outside agency. There is a fee of \$25.00-\$100.00 depending on your balance.

Non-Sufficient Funds

There is a fee of \$25.00 for the first time a check is returned. If necessary, we will deposit the check a second and third time with a \$15.00 fee for each time returned.

Divorce/Third Party Situations

We understand the difficulties involved in divorce and court orders. However, Westside Pediatric Clinic, P.C. does not participate in the disputes between divorced parents. We will look to the custodial parent for reimbursement of any amounts owed to our clinic. If you have a court order, you may forward the statement to the appropriate party. However, the custodial parent is ultimately responsible for any balance owed.

Parent Name

Signature

Date

Child/Children Name(s)

D.O.B.(s)