

STATEMENT OF FINANCIAL POLICY

Patients with Insurance: Patients who have verifiable insurance benefits are required only to pay their co-payments, co-insurance, and other fees that may not be covered by your insurance. These payments are collected at the time services are rendered. We will bill your primary and secondary insurance only. We shall bill you later for any balance due such as deductibles. Please be advised that the responsibility to know the terms of your insurance rests with you.

Patients with a HMO plan: We accept HMO's that are affiliated with Mills Peninsula Medical Group (MPMG) & Hill Physicians Medical Group (HPMG). This does require a prior authorization from your primary care physician prior to your appointment. If you do not have your referral authorization at the time of your visit, you will be required to make the full payment at the time of service. If the referral authorization follows at a later date, a refund check will be issued.

Patients without Insurance: If you do not have insurance or prefer not to use your insurance, we accept Cash, Visa, or MasterCard. Payments are collected at the time services are rendered.

Cancellation & Missed Appointments: A 24-hour notice is *required* for all appointment cancellations. Failure to notify us in advance for cancellations or missed appointments will result in a \$55.00 service charge.

If you should have any questions regarding your account balance, please contact our office (650) 692-8788. A \$25.00 service fee will be charged for all returned checks.

Signature of acknowledgement

Date