

### Financial Policy

Payment is required for all services at the time they are rendered. The Derm Institute is not currently accepting any commercial insurance plans. Any consultations for medical or cosmetic issues will have an associated consultation fee collected at the time of your visit. An itemized receipt can be made available at your request.

Applicable payments for *medical* consultations and procedures performed at The Derm Institute will be an out-of-pocket expense and considered out-of-network. Additional tests, i.e. pathology, laboratory, radiologic or other diagnostic tests may be billed separately in addition to the visit.

For your convenience, we accept cash, Visa, MasterCard, American Express, and Discover. CareCredit financing may be used subject to a minimum balance. At your request, a copy of this document can be made available to you.

Regardless of whether you have insurance, THE PATIENT IS ULTIMATELY RESPONSIBLE FOR PAYING for the services rendered. This contract is between you, the patient, and Annie Chiu, MD, Inc. Claims that you want submitted for any out-of-network benefits will be the responsibility of the patient. A copy of your Health Insurance Claim Form can be made available at your request.

Unless a payment plan has been arranged, all unpaid balances over 30 days will be turned over to a collection agency. You will be responsible for all collection costs, including court/attorney fees, and a 30% collection fee.

**Cancellation Policy\*:** We require a minimum of **48-hour notice** for appointment cancellation. A credit card is required to hold your appointment slot and you will NOT be charged if you provide us 48 hour notice of any appointment changes. **Cancellations, rescheduling, or no-shows to your appointment during the 48-hour window will result in a charge of \$200 for the first and second cancellation and \$500 for subsequent cancellations which will be charged to the credit card on file.**

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#### Your signature below:

- Signifies your understanding and agreement to above policy, and your responsibility to pay for all applicable fees on the day of service and any outstanding balances.
- Authorizes the release any information, including the records of all visits provided at The Derm Institute, for the purpose of processing your claims for insurance if needed.

Patient/Guardian Signature \_\_\_\_\_

Patient Name (Printed) \_\_\_\_\_ Date: \_\_\_\_\_

\*Cancellation Fee subject to change without notice.