

Endocrine Consultants of Texas
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PAYMENT OPTIONS:

All payments are to be made at the time of service rendered. Our office accepts Visa, MasterCard, American Express, and Discover cards. Our office also accepts checks or cash. There will be a \$25 fee for all returned checks. All checks are processed electronically.

DEFINITIONS:

IN NETWORK:

We refer to "in network" as the insurance companies that we have a contractual agreement with. If we are in network, we have agreed upon a pay scale with the insurance company. In other words, we have agreed to a discounted rate for members of the insurance carrier with whom we are contracted.

OUT OF NETWORK or NON PARTICIPATING INSURANCE:

If we are not in network with your insurance carrier, we will not accept assignment from your insurance carrier for a discounted rate. Payment is due at the time of service. We would be happy to assist you with billing your own insurance.

ACCEPT ASSIGNMENT DEFINITION:

Accept assignment means that we agree to accept insurance check payments for services rendered.

MEDICAL RECORDS:

A copy of your medical records is available to you at your discretion. A records release form needs to be filled out and signed. In accordance with the Texas Law, you will be charged at the following rate: \$25.00 for the first 25 pages, and \$0.50 per page thereafter. A \$5.00 shipping and handling fee may also be applied to records being mailed. Any and all fees are due prior to the release of records. Once payment is received, then the records will be copied and mailed/faxed.

NO SHOWS/CANCELLATIONS UNDER 24 HOURS:

Any appointments not canceled with the office staff at least 24 working hours prior to the appointment may be subject to a \$50.00 charge. Please call as early as possible during office hours if you know that you will need to cancel or reschedule your appointment.

PRIOR AUTHORIZATIONS, MEDICAL CERTIFICATES/FMLA/FORMS, ELECTRONIC PRESCRIPTIONS/MISC FEES:

In the event that your insurance carrier requires a prior authorization for medications or procedures to be covered, we would be glad to assist you with that. There may be a \$25.00 fee for prior authorizations that is payable in advance. If you do not wish to pay the fee, we would be happy to assist you in trying to prescribe another medication that our physicians feel is the best at your next appointment. New medications will not be prescribed over the phone. Please collect all prescriptions at the time of your visit. An electronic prescription may carry a \$2.00 fee if filled outside the time of visit. Medical certificates/forms/FMLA may be subject to a \$25.00 fee.

Signature of Patient/Guardian

Date