

Thomas J. Savage, DPM

Jay H. Dworkin, DPM PC

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Office Financial Policy and Guidelines

FINANCIAL AGREEMENT:

1. Medical services are requested and provided directly to the patient and not the insurance company.
2. Patient is responsible for all co-pays, deductibles, and all non-covered services at the time of service. Including co-pays and deductibles for surgery.
3. Patient is responsible for obtaining any referrals that are required.
4. It is the patient's responsibility to provide us with the correct, most up-to-date insurance information, including a copy of the most recent insurance identification card.
5. Secondary insurance will be billed as a courtesy.
6. If the patient's insurance is found not to be in effect on the date of services are provided, patient will be responsible for the full balance with **NO** discounts.
7. If an unpaid balance is sent to a collection agency, I understand and agree that a fee of up to 30% may be added to cover the cost of collection at a collection agency or third party company.

OFFICE GUIDELINES:

1. Our office welcomes treatment for all patients, including children. All children under the age of 17 must have a parent or legal guardian present at all appointments.
2. For the safety, comfort, and privacy of our patients and employees, one friend or family member will be permitted to accompany a patient in the treatment room during the appointment.
3. Missed appointments will be charged \$50.00 fee for any missed or cancelled appointment without 24-hour advance notice.
4. WE request all cellular phones be turned off or set to silent during your appointment.
5. We reserve the right to dismiss any patient from our practice for any inappropriate behavior in our office or on the phone.

I have read the above policies and guidelines and agree with the terms outlines for the office of Dr. Thomas J. Savage DPM and Dr. Jay H. Dworkin DPM, PC.

Signature of Responsible Party

Date

Dr. Thomas J. Savage DPM and Dr. Jay H. Dworkin DPM, PC, are independent Foot & Ankle Podiatric Physicians sharing the office of Dr. Thomas J. Savage DPM (Metropolitan Foot & Ankle Specialist).