Financial Policy

Patient Name: __________________________________________ DOB: ______________

PAYMENTS
Patient portion is expected at the time services are rendered. This includes all deductibles, co-insurance, co-payments and any non-covered services such as cosmetic procedures. It should be noted that any procedure performed in the office, such as freezing a wart or performing a biopsy on a mole is considered “office surgery” by most major insurance carriers and may be subject to your deductible.

To simplify your experience when receiving care and to make the payment process transparent and convenient we use Health iPass check-in and patient payment system. All information is fully encrypted and protected. Once your insurance company processes your claim, you will receive an email notifying you of any remaining balance from today’s visit. We will automatically deduct that balance from the card you provided five business days after receiving the e-Statement.

PATHOLOGY
Pathology is ordered by our physicians to properly diagnose certain skin disorders. Charges for these services are billed to your insurance by the pathologist. Your skin sample may be sent to one of the following labs: Aurora Diagnostics: South Texas Dermatopathology, Quest Diagnostics or Pathology Reference Lab.

NO SHOW/ LATE CANCELLATION
If you are unable to attend an appointment, please let us know as soon as possible so that we can assign your appointment time to another patient. We ask for at least 1 business day cancellation for all appointments. We reserve the right to charge the following “late cancellation fees” or “no show fees”: $35.00 for an office visit. As a courtesy, we make every effort to confirm appointments in advance; however, it remains YOUR responsibility to know and to keep your appointment. Emergencies will be considered on an individual basis.

LATE POLICY
If you are more than 15 minutes late to your scheduled appointment, we will make every effort to work you back into the providers’ schedule. However, we may have no choice but to reschedule your appointment.

REQUESTS FOR MEDICAL RECORDS and COMPLETION OF FORMS
There will be a charge of $25.00 per request. Upon receipt of payment, documentation will be returned or can be picked up within 5-7 business days, unless otherwise notified. You may access most medical records through your online patient portal at no cost to you by visiting https://txdermandlaser.ema.md/ema/PatientLogin.action

Patient/Parent Signature: _____________________________________ Date: __________

If you would like a copy of this Policy, please ask the Receptionist.