



## Office Policies

1. We want to ensure that you do not experience additional costs for your newborn during the first couple months of life. Newborn patients need to be added to parents' insurance policies within 30 days of life. The 2-month visit can be costly with vaccinations and want to ensure child is covered before this visit.
2. Our no-show policy is after 3 missed appointments per family then patients may be asked to leave the practice.
3. Insurance cards must be up to date in the system for each visit. You will be asked to show your insurance card on each visit.
4. Any balance not paid by the insurance will be the responsibility of the family.
5. Copays and balances due must be paid at the time of visit.
6. Balances billed are due within 30 days. Balances can be paid on the patient portal or in person by cash, check or credit card.
7. A copy of the office HIPPA policy is available to me on the website or by paper copy at my request.
8. Patients under the age of 17 must be accompanied by parent/guardian or an adult listed on the Minor Consent Form.

Patient Name:

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Signature:

\_\_\_\_\_ Date: \_\_\_\_\_