

Financial & HIPAA Policy

Insurance

We cannot file your insurance unless all of your insurance information is given at the time of your visit. It is therefore necessary for us to have a current copy of your insurance card for accurate billing. Insurance benefits will be verified by our office, but it is recommended that you educate yourself about your individual benefits by contacting your insurance company before being seen. It is required that we hold you responsible for your portion of the charges, including copays and deductibles, at the time of service. If your insurance company has not paid a claim within 60 days, you may receive notification in the mail requesting your assistance in determining if there is a problem, or if additional information is required in processing the claim.

Authorization of Payment and Release of Information

I request payment of authorized insurance benefits be paid to Skin Cancer Specialists, P.C. & Aesthetic Center, and authorize release of medical information to determine payable benefits for services rendered.

Non-Covered Services

There are a number of services we provide that are typically considered “cosmetic” by your insurance company. For example, removal of some benign growths such as skin tags are not routinely covered by health insurance plans. Other services, such as Botox, fillers, chemical peels, and laser, are also considered not medically necessary. Full payment for all non-covered services must be made at the time of your visit.

Referrals

Since we are a dermatology office in the state of Georgia, referrals are not usually required. If your insurance company does require a referral, it is solely your responsibility to obtain a current referral for office visits. You must bring the referral to our office on the day of your appointment.

Labs

If you are aware that your insurance carrier requires you to utilize certain labs for blood work or biopsies, you must inform your nurse. There are charges related to the laboratory itself, and these charges are separate from our office charges. You will receive an explanation of benefits (EOB) from your insurance carrier.

No Shows

As a courtesy, we attempt to contact every patient to remind them of their appointment; however, it is your responsibility to arrive for your appointment on time. Cancellations must be received greater than 24 hours in advance. Any patient who no-shows or cancels his or her appointment with less than a 24 hour notice may be charged a \$100 refundable deposit in order to schedule any future appointments. This charge cannot be billed to your insurance company. This charge will be held until the claim for services rendered is paid in full by your insurance company, and any amount left over will be refunded to you. The \$100 will not be refunded for no-shows or cancellations within 24 hours.

Notice of Privacy Practices

I have reviewed the Skin Cancer Specialists, P.C. & Aesthetic Center Notice of Privacy Practices. Upon request, a copy will be provided to me.

Authorization to Communicate with Person Other Than Patient

It is my responsibility to authorize Skin Cancer Specialists, P.C. & Aesthetic Center to speak with a party other than myself regarding my medical and account information. Please notify the receptionist to add authorized parties (e.g. Parent, Child, Spouse).

**Thank you for reviewing our policies. Please let us know if you have any questions or concerns.
(Electronic Signature Will be Obtained)**

