



North Georgia
Endocrinology

North Georgia Endocrinology
3180 North Point Parkway, Suite 302
Alpharetta, Georgia 30005

Phone: (678) 224-8686 * Fax: (770) 224-8779

FINANCIAL POLICY

If covered by health insurance, please present a current insurance identification card. Please notify our office if your coverage should change. It is the responsibility of the patient to obtain a referral if needed, All co-payments will be collected at the time of service before your visit with the provider. **Deductibles, co-insurance, and any unpaid balance will also be collected at the time of service.** As a courtesy to you, we will file your claims for you. For your convenience we accept cash, VISA, Mastercard, Amex and Discover. **We do not accept checks.** If your insurance company does not pay your claim, you will be responsible for the balance. If you are a private pay patient, payment in full is expected at the time of service unless prior arrangements have been made. Statements will be sent every thirty (30) days. Unpaid accounts will be sent to an outside collections agency at ninety (90) days. You will also be responsible for a collection fee of 25% of the past due amount.

Charges for copying medical records are based on the charges set forth by the Georgia Office of Planning and Budget pursuant to O.C.G.A. 31-33-3. In order to comply with HIPAA regulations, a signed, written request for medical records must be received along with the payment before records can be released.

If you are unable to keep your appointment or need to change it, please call our office at 678-224-8686 at least 24 business hours prior to the scheduled appointment to avoid being charged a **\$50.00 rescheduling fee.**

There is a \$50.00 fee for follow-up patient "no shows." Please remember it is the patient's responsibility to keep up with scheduled appointments, but as a courtesy we do our best to provide a reminder call two days prior to the scheduled appointment as well as reminder text messages and emails closer to the appointment date. Two consecutive "no shows" in a row will result in dismissal as a patient from our practice and the inability to schedule new appointments.

*** All outstanding balances MUST BE CLEARED prior to scheduling or being seen at a follow up appointment.** Prescription refills will also be halted, unless deemed urgent for a one time refill, until all balances are cleared. Accounts outstanding for 3 months will automatically be sent to collections.

I have read and understand the above financial policy:

Signature: _____ Date: _____

