

Insurance/Payment Policy

PEMCARE, LLC will submit claims to specific insurance companies for services rendered. Our office makes no representation that we participate with your particular insurance plan.

If you have any questions regarding details and/or restrictions of your plan, you must contact your insurance company.

Outlined below are our practice's policies with regard to payment for services rendered:

- All co-payments are due at time of service, to be paid by cash or credit card.
- If a claim is submitted on your behalf, you will be billed for all non-covered services, co-insurance and deductibles as per your insurance coverage.
- Payment is due within **30 days** of receipt of a bill.
- A fee may be assessed for copies of medical records and/or form completion.
- All balances must be paid prior to seeing the doctor/nurse practitioner.

It is the patient's responsibility to obtain referrals **48 hours** in advance of scheduling appointments with specialists, if their plan requires one.

Appointment Cancellation Policy

Our goal is to provide medical care when you need it. In order to accomplish that, we implemented a cancellation policy.

This policy enables us to better utilize available appointments for our patients in need of medical care.

If you are unable to keep your appointment, you must notify us **24 hours** in advance. If appointments are missed without notification, a fee of \$25 will be assessed for office visits and \$40 for physicals.

I fully understand the insurance/payment and cancellation policy. I hereby authorize my insurance carrier to release payment directly to PEMCARE, LLC for medical services provided to me. I also authorize release of any medical records or information required to determine benefits for payment of medical services.

Signature of Patient/Responsible Party

Date