

Almouie Pediatrics, P.A.
FINANCIAL POLICIES
The way kid's care should be
M.N. Almouie, M.D., F.A.A.P.

Almouie Pediatrics, P.A. is devoted to helping you with your child's health needs, whether it is maintaining good health or in the event of illness or injury. The following is a statement of our financial and office policies that we require you to read and sign prior to receiving any treatment. All patients must complete our information and insurance form before your appointment.

1. Our office will accept assignment on your insurance. However, it must be fully understood that your insurance policy is a contract between you, your employer and your insurance company. Our office will not enter into a dispute with your insurance company over policy limitations or issues. This is your responsibility and obligation. All charges incurred are your responsibility.
2. We will file your insurance as a courtesy to you. You will be responsible for your deductible, copays and percentages at the time of service. If claim is unpaid after 90 days from the date of service you will be responsible for payment.
 - a. In the event of an overpayment we will reimburse you or your insurance company at the end of the following month that the overpayment occurred.
 - b. Any balance older than 120 days will be sent to a collection agency unless arrangements were made prior to the due date.
3. If you have more than one insurance company we will file with your primary insurance only. We will provide you with the necessary information for you to file for payment direct to you from your secondary insurance company.
4. In the event that you need copies of your child's medical records, financial statements, or replacement of a lost immunization card there will be an administrative fee due at the time you request these services. You will also be required to sign an authorization form for the copies.
5. A parent or legal guardian must accompany all minor patients.
6. We extend our continuity of care with after hours through our answering service. If you call during this time your number will be forwarded to the physician that is on call. Your call should be returned within 15 minutes. If your call is an emergency dial 911.
7. If you have an appointment scheduled which you cannot keep, please contact us as soon as possible. If you fail to show for your appointment without calling to cancel or reschedule, Almouie Pediatrics will elect our right to dismiss you from our practice.
8. If you need an appointment due to illness or injury "today" please call us so we can give you the best time to be worked into our schedule.
9. If you need prescription refills, please call your pharmacy and let them know what you need refilled. The pharmacy will contact us for the approval. Please notify your pharmacy at least 1-2 days before you complete your medication. Prescription refills on controlled substances i.e., (ADD,ADHD meds) require 24 hr notice, if you fail to pick up your prescription within the time allowed a \$5.00 charge will apply for any additional prescriptions.
10. Our office hours are: Monday thru Friday 8:00a.m. – 5:00p.m.

I HAVE READ AND UNDERSTAND THE OFFICE POLICIES.

Signature of Parent/Guardian

Date