

Items 8 through 10 address problems that affect the efficiency of the office and overall patient services. We will be very pleased if we never have an occasion to apply any of these fees.

8. There will be a \$25.00 fee for missed appointments. Please call our office to cancel your appointment 24 hours in advance.
9. If you, for non medical reasons, cancel or re-schedule any surgery that has already been scheduled at the hospital by our office and cleared by your insurance carrier, you will be assessed a \$100.00 cancellation/rescheduling fee.
10. We charge a one time \$15.00 collection fee and a 1.5% per month rebilling/late fee on patient balances not paid in full within 90 days from the date the charge is turned over to patient responsibility. Balances are turned over to patient responsibility once insurance has paid and/or failed to communicate with us. This will be reflected on our monthly statements.
11. Due to increasing regulations and insurance requirements, the volume of our administrative paperwork has increased dramatically. These costs cannot be recovered by a fee increase as insurance reimbursement rates are not linked to our fee schedule. Because of this increase in overhead, we can no longer provide specific administrative services free of charge as we have done in the past. We will require a pre-paid \$5.00 per sheet fee for the completion of forms including but not limited to :
  - Disability Forms
  - Letters for insurance authorization of brand/non-formulary drugs
  - Letters or other administrative forms required by parties other than your insurance company
  - Other miscellaneous letters or forms requested

---

**Signature**

---

**Printed Name**

---

**Date**