



**We try to make your visit with us as comfortable as possible, but there are a few circumstances the patient should be aware of:**

- 1) Patients are responsible for acquiring referrals, if needed. The referral must be in the office at the time of the visit. The patient is also responsible to know the number of visits allowed and the expiration date of the referral. Referrals are only good for the diagnosis and treatment listed on the referral.
- 2) Trimming of corns, calluses & toenails, including non-infected ingrown nails, may not be covered by most medical insurances, *even if you have a referral from your PCP*. The only exception is if you have diabetes (and on medication), and arterial PVD.
- 3) The office will only bill for what is being treated. *Please do not ask the office to change the diagnosis to have a non-covered service become a covered service.*
- 4) Orthotics- we will call your insurance company to check your coverage (we also recommend that the patient call their insurance company to check for coverage). If a deposit is required, we will call and advise you. Your orthotics will not be processed until we receive your deposit. If you decide to cancel there will be a charge of \$50.
- 5) The patient is ultimately financially responsible for services provided. This includes non-covered services. Please be aware that insurance companies are difficult to work with, they take months, sometimes years, to pay the office. You will be billed for any balance after we are paid by the insurance company and/or are notified by them of any balance due from the patient. This may be many months after you are treated due to delays caused by the insurance company.

If you have any question, please ask a member of the staff.

I have read and understand the above. I agree to pay the office for all services not paid for by my medical/health insurance and non-covered services.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Print Name \_\_\_\_\_