

INSURANCE & BILLING PRACTICES



PLEASE READ THE FOLLOWING:

It is **your responsibility** to :

- Provide GILLIE Aesthetics and Dermatology with accurate information regarding your insurance, employer, date of birth, address, social security number, and other requested information to facilitate billing your insurance. This information is included on the Patient Information and Insurance Authorization forms you filled out at your initial visit. GILLIE Aesthetics and Dermatology respects your right to privacy and will maintain confidentiality of your information.
- Understand your insurance benefits regarding copays and deductibles. If you are not certain about your coverage, please investigate this prior to your appointment. It is your responsibility to pay your copayments, deductibles, balances, and coinsurance when you arrive for your appointment. GILLIE A I D accepts payment by cash, check, VISA, MasterCard, and Discover. There is a \$30 fee for all returned checks.
- Pay for any service or cosmetic procedure not covered by your insurance provider. Costs for cosmetic services and non-medically indicated procedures not covered by insurance will be discussed with you before they are performed. We expect payment for these services on the day they are performed.
- Obtain insurance referrals from your primary care provider if your insurance requires it prior to your appointment. Please check with your PCP or your insurance before your appointment to guarantee your referral is in place.
- Have your insurance card and insurance information with you upon arrival for each appointment. If you do not have proof of insurance, you may be asked to pay for your visit.
- Pay GILLIE Aesthetics and Dermatology for medical services not paid by your insurance carrier, including claims denied because information you provided to us was not complete.

It is **our responsibility** to :

- Submit claims to your insurance carrier with whom we are contracted, for the medical services we provide during your visit.
- Provide your insurance company with the information necessary to determine the medical or surgical care you received during your visit.
- Submit claims to your secondary or supplemental insurance plans at your request. If we do not receive payments within 60 days, we will issue you a bill for the services provided.

If GILLIE Aesthetics and Dermatology is not contracted with your insurance plan, you will pay for your visit and any services rendered at your appointment. GILLIE Aesthetics and Dermatology offers reasonable rates for patients who pay for services on their own. We also offer payment plans, so please discuss options with our billing department if a financial situation arises.

If you do not pay your bills from GILLIE Aesthetics and Dermatology, you will be notified in writing and your bill referred to an outside collection agency or pursued through legal proceedings. You will be responsible for all costs associated with the collection process in addition to the fees owed to us.

A note about prescriptions costs: Due to the increasingly common nature of prior approvals, we will not be completing them for some medications such as generic antibiotics and topicals. There are many services and online discount websites such as GoodRx available to assist with pricing. Please check with these prior to paying at your pharmacy. We apologize for any inconvenience.

I certify I have read the above information and had all of my questions answered. I understand and agree to the policies described above. I understand I am responsible for charges not covered by my insurance.

SIGNATURE : _____ DATE : _____

PRINTED NAME : _____