

## **OUR OFFICE POLICY**

We are committed to providing you with the best possible care, and we are pleased to discuss our professional fees with you. Your clear understanding of our financial policy is important to our professional relationship. We will be happy to answer any questions you may have.

Albemarle Endocrinology PLC participates and accepts assignment of insurance benefits of most insurance organizations. Of course, you are still responsible for the timely payment of deductibles, co-insurance, and/or co-payments. Co-payments are due at the time of your visit.

If you have insurance with an organization that we do not participate with, provide us with adequate information and we will bill your insurance company for you. In these cases, payment of your bill remains your responsibility, including any balance after your insurance company settles your claim.

If your insurance company requires a referral from your primary care physician, and one was not obtained, you are responsible for any balances not paid by the insurance company. It is your responsibility to make sure your PCP does the necessary referrals to Dr. Chhabra/Albemarle Endocrinology.

I understand that I will be responsible for any balances not paid by my insurance.

## **CANCELLATION POLICY**

The new Policy requires a minimum of 24-hours notice for any appointment change or cancellation. This includes:

Rescheduling appointment

Cancelling appointment

Not showing up for your appointment

If notice is not given within 24-hours, you may be subject to a fee of \$50.00

We appreciate your consideration.

## **NOTICE OF PRIVACY PRACTICES**

Albemarle Endocrinology PLC has a Notice of Privacy Practices, which describes how we may use and disclose your protected health information and how you can access your protected health information and exercise other rights concerning our acknowledgement and consent. We are happy to provide a copy of our Privacy Practices for your review.

