

Office Policies for Dr.Sidney Possick, M.D. ,P.A.

Thank you for choosing Dr.Possick as your Dermatologist. Dr.Possick is a board certified Dermatologist and has been in practice since 1972. We believe your understanding of our office policies in advance is an essential element of this practice. This is why we have created this informational sheet. If you have any questions about any of our policies please feel free to speak to our Office Manager, Brigitte.

- **Please make any address or insurance changes at the time of your visit.** This will help your insurance claim to process efficiently.
- **Please understand that we collect all co-payments and deductibles at the reception window before your visit.** Any additional services will then be collected during check out .
- **Insurance Policy: As of January 2009, we accept limited Secondary Insurances. They are the following: Blue Cross, Aetna, United Health Care (including AARP), VHN, Cigna and Humana.** If your secondary is not listed above we will be collecting your copayment today, and we will provide you with a detailed receipt. It is your responsibility to then file your secondary claim.
- **If your insurance company asks that you fill out any information in order to process our claim, it is important that you do so in a very timely manner.** Insurance companies only allow a certain amount of time before they deny or close your claim. IF your insurance company denies your claim for this reason you will be billed for the entire balance.
- **If we are an assigned provider with your insurance company, we will file your claim. However, it is ultimately your responsibility to understand what your insurance benefits are.** We will verify your benefits today and collect according to those benefits at the reception window. We can only collect based on the information we are given from your insurance company. If you think your benefits are quoted incorrectly please let us know before your visit.
- **Billing Policy:** We will balance bill you for any remaining patient responsibility portion of your bill, after we file your insurance. Please call right away if you need to make monthly payments, we are always willing to work with our patients financially. If we send you three bills and we still do not hear from you, we will call you personally. If we still do not receive payment, we will send your account to an outside collection agency. You will then be discharged as a patient from this practice. This could also negatively affect your credit rating.
- **We have a \$25.00 fee for ALL returned checks.** We cannot deposit a check once it is returned to us from the bank.
- **Cancellation Policy: We have a 24 hour notice on all cancellations. If you miss an appointment without this notice, a fee of \$20.00 may be assessed to your account.** If you cancel an elective surgery without this notice, it is at Dr.Possick's discretion if he chooses to reschedule your surgery or if he refers you to another specialist.
- **Refill Policy: If you need a 90 day supply of medication please ask Dr.Possick at the time of your visit.** This expedites the process. If you fail to ask for a 90 day supply today, please understand it may take up to 2 business days to rewrite your prescription. **If you have no further refills on your current prescription do NOT call us, instead ask your pharmacy to fax us a request.** This is the easiest way to get your prescription filled and it usually takes less than 1 business day. Please do NOT call our answering service to ask Dr. Possick to refill your prescription/s during the weekend or during non-business hours as he will not be able to process such requests.

