



Abundant Health Family Practice Appointment/Financial Policy

AHFP Provider and staff are committed to providing quality care at a reasonable cost to our patients. Your clear understanding of our financial and appointment policy is important to our professional relationship. Please sign at the bottom of this form once you have read the policy and return it to the front desk. Staff will be able to assist in any questions you might have.

- ✚ Always supply us with current and complete insurance information. We will ask you a copy of your insurance card at each visit and ask that you update any changes in your demographic information.
- ✚ Pay in full for all co-payments, previously incurred deductibles, and non-covered services when you check in the day of your appointment. Retain copies of all payment receipts given at time of service to assist you in the event of a payment dispute.
- ✚ It is your responsibility to know the terms of your policy and understand the Explanation of Benefits (EOB) as provided by your insurance company.
- ✚ We accept cash, Visa, Mastercard, and Debit card payments. Inability to pay your copay or outstanding balance may result in your appointment being rescheduled. You will be charged a \$25 fee for the unattended appointment.
- ✚ Patients will be required to provide any additional information when requested, to both your insurance company and AHFP for the processing of claims filed on your behalf.
- ✚ Please arrive at least 15 minutes ahead of time (or as directed by staff) to your scheduled appointment to allow enough time for the check-in process. If you do not arrive at the time instructed your provider may request, you reschedule for the convenience of patients who arrive on time. You will be charged a \$25 fee for the unattended appointment.
- ✚ Due to high demand for new patient visits, if you not show for your new patient appointment and do not call at least 24 hours in advance to reschedule, you may not be scheduled.
- ✚ Sometimes our patients cannot attend their scheduled appointment. Please let us know if you cannot make your appointment. Cancellations must be done at least 24 hours prior to your appointment. We charge a \$25 fee for all scheduled appointment no shows and for appointments cancelled less than 24 hours.
- ✚ Please understand that repeatedly cancelling appointments interferes with the provider's ability to provide the highest quality care. For this reason, we will discontinue the relationship with a patient who cancels or does not show for 3 appointments.

Patient Signature

Date