



**PRACTICE PHILOSOPHY:**

The focus of our practice is the treatment of lower extremity problems. To this end we are in partnership with you and we require your full cooperation. Our commitment is to provide you with innovative medical care to the lower extremity. As part of our commitment to higher medical standards, our Center provides digital imaging, electronic medical records, and electronic billing. **No paper originals or records are maintained.**

Should you encounter a lower extremity medical problem notify our office and/or leave a message. We are not an emergency medicine or crisis intervention center. You are therefore required to maintain the service of a primary care physician (i.e. internist, cardiologist, oncologist, gynecologist, etc.) If you don't have one, we will be delighted to give you a list of physicians to choose from.

**TREATMENT AGREEMENT:**

I hereby apply for treatment by DeLand Foot and Leg Center, LLC. I consent that photographs or video taping may be taken for educational purposes.

**CANCELLATION POLICY:**

DeLand Foot and Leg Center, LLC requires a **24 hours cancellation notice**. We ask your full cooperation not to burden you. If your appointment is on Monday morning you can call Saturday to cancel. You may leave a message with our service when calling the office after hours. A \$45.00 fee applies for appointment cancellations in less than 24 hours. A \$250.00 fee applies for surgery canceled in less than 48 hours.

**FINANCIAL RESPONSIBILITIES:**

**All Payments and Co-payments Are Due at the Time Services Are Rendered.** We accept checks, cash, MasterCard, Visa, and Discover. Any returned checks will incur an additional processing fee of \$35.00 each. Fees not paid within 60 days of the date of services shall be subject to a finance charge of 1.75% per month or \$3.00 per month, whichever is larger. In the event you account goes into collection the entire collection fee will be added to you balance. Our office does submit delinquent accounts to reporting credit bureaus.

**ABOUT OUR FEES:**

Our consultations and evaluation fees are lower than the usually considered reasonable and customary current year Medicare Fee Schedule. Some insurers, however, may reimburse based on an arbitrary schedule of fees which bears no relationship to our standard of care, or they will not cover cosmetic procedures entirely. It is the patient responsibility to understand their coverage and the detail of their own insurance policies.

**INSURANCE INFORMATION:**

We do participate with specific insurance companies. In case we are not a participant/provider with your insurance company, we will provide you with a receipt which includes the doctor's signature, diagnoses and description of services and fees. You may submit this to your insurance company. **You are responsible for all interactions with your out of network insurance company. Our staff is not trained to deal with every insurance company's particular issues.** Your insurance company has a contract with you and/or your employer, not with us. You have the right to demand an explanation for any decision they make. **WE WILL SUBMIT TO YOUR CO-INSURANCE ONE TIME, AS A COURTESY TO YOU. AFTER WHICH, ANY AND ALL DENIED OR UNPAID CHARGES BECOME YOUR RESPONSIBILITY.** Medicaid does not pay your primary insurances' co-pay or balance. I understand and agree that **regardless of my insurance status**, I am ultimately responsible for the balance of my account for any and all professional services rendered. I furthermore agree to notify the DeLand Foot and Leg Center, LLC on any changes in my insurance or health status.

I understand that my eligibility for coverage may not be defined at this time and it is my sole responsibility to understand my insurance policy. Furthermore, it is my responsibility to notify the office of any change to my medical coverage. I wish to receive medical service from DeLand Foot and Leg Center, LLC. If it is determined that I am not eligible for coverage, I understand that I will be responsible for payment of all services provided.

**Prescription Refill** requests take 48 hours to process, so please allow adequate time for us to fill your request. **Disability, Insurance, and/or Medical Forms** requests usually take 5-7 days to complete after the \$35.00 processing fee has been paid for each packet. **Lab results:** it is the patient's responsibility to follow through on their care and request a copy or the results of any and all labs or testing performed in the office or out of the office, i.e. MRI, Bone Scan, and Pathology.

My signature below attests that I have read and understood all of the information contained herein and agree to abide by the above Office Policies set forth by DeLand Foot and Leg Center, LLC.

Patient Name (print):	Date:
Patient or Guardian's Signature:	