



Financial Agreement

Thank you for choosing Monmouth ENT & Aesthetics (ME&A) as your otolaryngology healthcare providers. We are committed to caring for you and making your treatment successful.

Please be aware that payment for services is due at the time of service, unless other arrangements have been made and approved. This includes co-pays, insurance, and deductibles stipulated in your insurance policy for our participating insurance companies. We accept the following forms of payment: cash, credit card, or money order.

For minors, the adult accompanying the minor is responsible for full payment. Unaccompanied minors are responsible for payment in full. If a minor is accompanied by anyone other than the parent or legal guardian, a written release is required. In emergency situation, phone consent from the parent or guardian will be attempted.

I understand that it is my responsibility to know my insurance benefits and those services that are deemed non-medically necessary, or non-covered, will be my responsibility.

I understand that I must provide all insurance cards at each visit. If ME&A is a participating provider with your insurance plan, we will submit a claim on your behalf to your insurance carrier with benefits assigned to our practice. Unless you provide a current insurance card, you will be responsible for payment charges.

I agree should my claim be denied or remain unpaid for a period exceeding 60 days; I will assume full responsibility for payment. If the account is turned over for collection, I agree to pay all fees associated with collecting unpaid balances.

Policies and Procedures

All new patients must complete the required patient forms prior to their appointment.

If you are unable to keep a scheduled appointment, please call no later than 24 hours in advance. We reserve the right to charge \$40 for missed appointments that have not been cancelled in advance. We document missed appointment and excessive abuse may result in discharge from the practice. Arriving more than 15 minutes late for an appointment will result in being rescheduled.

All calls/voicemails will be triaged and returned in 24-48 hours.

Forms: Please allow up to 72 business hours for all forms to be filled out. Our staff will call when they are ready. There will be a \$15 charge for the first page and \$0.50 charge for every page after, for each set of forms.

Refills: The quickest way to get your medications refilled is to call your pharmacy and ask them to fax us a refill request. Certain conditions may require a follow-up appointment before your doctor will issue a refill.

Please bring an updated detailed list of your medications to all appointments.

Please indicate that you understand this financial agreement and policy and procedures.

Signature of Patient/Parent/Guardian

Date