

# **Blue Sky Neurology/ Blue Sky Outpatient Neurology**

## **Administrative Fees**

02/09/2012

Blue Sky Neurology/ Blue Sky Outpatient Neurology charges administrative fees for services rendered that are not typically covered by health insurance policies. Administrative fees may also be applied for a patient's failure to comply with office policies and guidelines. Fees are subject to change without notice. Below is a list of the most typical administrative fees, although, not all inclusive.

### Letters/Miscellaneous Paperwork:

Letters, paperwork, or miscellaneous forms (life insurance, disability, legal, FMLA etc.) not listed elsewhere will have applicable charges applied for their service preparation. These charges depend on the quantity and depth of forms and documents that a patient requests us to prepare.

Letters will be ready for pick up or for fax within 14 days of request. We request that all forms be dropped off at least 14 days in advance, so that we may have ample time to complete all forms. If not given ample time to complete forms, then additional charges may be applied. Minimum charge is typically \$25.00 per letter or one page form. Charges may exceed these amounts depending on what has been requested and the time needed to complete.

Payment may be required prior to pick-up, mailing, or faxing. If faxing or mailing to an address other than the patient's address of record, we must have a signed consent form. If mailing, additional mailing fees will apply.

### Returned Checks:

In the event a personal check is returned unpaid from the patient's bank, their account will be charged a returned check fee of \$25 for each check and their account may be placed on a "cash only" basis for one year.

### Same Day Cancellations and No Show Fees:

Much effort goes into preparing for your visit. If you are unable to keep your appointment, please be considerate and notify us immediately. Failure to cancel an appointment in a timely manner deprives other patients from being able to be seen during that time and prevents other patients from being seen in a timely manner.

Contact us no later than 24 hours before the time of your scheduled appointment to cancel. All "*same day – less than 24 hours*" visits cancelled without proper notification will be charged \$45.00. The \$45.00 charge will be due prior to the scheduling of a new appointment.

All new patients who fail to show up for their first appointment will be charged \$250.00. The \$250.00 charge will be due prior to the scheduling of a new appointment.

By my signature below, I acknowledge that I have read, understand and agree to the above.

\_\_\_\_\_  
**Patient Name (Please Print)**

\_\_\_\_\_  
**Date of Birth**

\_\_\_\_\_  
**Patient or Guarantor Signature**

\_\_\_\_\_  
**Date**