

CLAYTON DERMATOLOGY GROUP

FINANCIAL POLICY

Clayton Dermatology Group is committed to making our billing process as simple and easy as possible. We require that patients provide a credit card on file with our office. When you come in, we will scan your card with a card reader. It will store your card number in a secure encrypted location in your electronic file. For security reasons, only the last four digits will be visible to our staff. Credit cards on file may be used to pay copays when you come in to the office and account balances after your insurance processes your claim.

When we receive the Explanation of Benefits (EOB) from your insurance company, we will enter this information into our system and process the payment. Your insurance company should send you an EOB that outlines our charges, the contracted rate that you receive through your insurance, the amount your insurance company has paid, and the balance that your insurance company has determined is due by you to Clayton Dermatology Group. This in no way compromises your ability to question your insurance company. In cases where the insurance company denies coverage for a service that we believe to be medically necessary, our usual routine is to file an appeal on your behalf. We will contact you if your card does not process for any reason.

Payments for self-pay and cosmetic services are due in full at the time of service and may require a deposit for booking. Copays are due at the time of service.

I give permission for Clayton Dermatology Group to keep my credit card information on file and to charge my credit card for any patient balance due on my account. For medical services covered by insurance, my card will be charged AFTER my insurance has processed the claim and determined the amount I owe, if any. I understand that my ability to dispute a charge or question my insurance company's determination of payment will remain unchanged. I also understand I may discontinue this authorization at any time by giving written notice to Clayton Dermatology Group.

Signature

Date