

Van Dam Dermatology & Laser Center

Financial Policies

1. Statements are mailed out each month. Payments are due 15 days after the statement date unless other arrangements have been made in advance.
2. A non-adjustable re-billing fee of \$15.00 is assessed for each additional statement sent after all insurance claims have been processed. Any balance unpaid within 15 days after the third statement will be considered delinquent.
3. Accounts that have not received payment or acknowledgement for 3 consecutive months will be referred to a collection agency and a billing fee of 30% of the current outstanding balance will be added to the account. This service charge is non-adjustable and will be added to any outstanding balance sent to the collection agency. In addition, a \$25.00 charge will be assessed for any bounced or non-sufficient fund checks. .
4. When a patient schedules an appointment, it is their responsibility to attend that appointment. All no-show appointments will be charged a missed appointment fee of \$50.00 for the first missed appointment. A no-show is considered an appointment for which a patient does not come or does not call to cancel at least 24 hours prior to the time of appointment. No-show appointment fees are expected to be paid and will not be removed from any account. As a courtesy to our patients, an attempt is made to inform the patient of their obligation one to two days in advance. It is not always possible to contact the patient directly.
5. Co-pays for procedures performed in our office are due at the time of service unless previous arrangements have been made in advance.
6. Patients will be charged for medical record copying following the guidelines set by the Illinois State mandate.

Patient Signature _____

Date _____