

Richard H. Weisler, M.D., P.A. & Associates

Financial Policy

Thank you for choosing our practice! It is our belief that having a written financial policy is mutually beneficial to our patients as well as our staff. We want to avoid any miscommunication involving financial matters so that we may focus on providing the best possible care to our patients.

Patient Confidentiality

Psychotherapy is a very personal process. The relationship between you and your physician is a confidential one. Our office complies with HIPAA regulations and we are committed to protecting the privacy of our patients. Information regarding your treatment will not be released from this office without your written permission. If you would like information released to anyone, you will be asked to complete a Release of Information form stipulating what information is to be released and to whom. A copy of our privacy notice is available on our website or you may request a copy in our office.

Appointment Cancellation

Your appointment is a reservation for the physician's time that cannot be used for another patient if you do not provide advance notice of cancellation. Please notify this office at least 24 hours prior to your scheduled appointment if you need to cancel or reschedule. The charge for missed appointments or cancelling less than 24 hours in advance is \$90.

Billing and Insurance

Payment in full is expected at the time of service. We accept Visa and MasterCard. We are not affiliated with any managed care companies, so we do not routinely file your insurance claims. As a professional courtesy, we will file claims to some insurance companies, but you are responsible for payment at the time of service. If your insurance carrier has not paid its portion within a 60 day period (refer to your insurance carrier's procedures), you will be responsible for paying your account in full. An invoice is considered past due if we have not received payment within 30 days of service. Accounts that are 90 days overdue may be referred to a collection agency or small claims court. If this becomes necessary, we would be required to report that our office has provided service to you, which may compromise your confidentiality.

Prescription Refills

Prescription refill requests will be accepted only during regular office hours, Monday through Thursday from 8 am to 5 pm. Requests will not be addressed on weekends, holidays, or after hours.

After Hours Phone Calls

Our office phone is answered 24 hours a day, including weekends and holidays. Please refrain from calling after hours unless you have an emergency. If your situation is an emergency, please communicate this to the answering service. Someone will return your call as soon as possible. Non-emergency calls will be returned on the next business day. You may be charged for non-emergency calls made to our office after hours, on weekends or holidays.

I certify that I have read and understand this Financial Policy.

Patient Signature _____ **Date** _____

Witness _____ **Date** _____