

# FOOT DOCTORS, PSC

## POLICIES & PROCEDURES

To better inform you of our office policies we are providing you a copy of Foot Doctors, PSC "Policy and Procedures". By signing below you acknowledge your understanding of these.

We Do Not accept the following insurance plans:

**Humana HMO**

**Humana HMO X**

**Humana Gold Plus**

**Tricare Prime**

**Humana CareSource**

**Indiana Medicaid**

- Failure to give 24 hour notice of cancellation of an appointment will result in a charge of \$25.00.
- There will be a \$35 fee for any form needed filling out by a doctor or medical assistant. Example: pre and post-operative paperwork provided by employer.
- X-rays are the property of Foot Doctors, PSC. You must sign form for x-rays to be checked out and they must be returned within one month. A digital copy on CD-Rom can be dispensed to you for \$10.
- You will be charged \$25 for all returned checks regardless of the amount or reason that it was returned.
- You will be charged a co-payment for all procedures unrelated to post-operative visits.
- You will be charged a co-payment if x-rays are taken during a post-operative visit.
- You will be charged a fee of \$50 for cancellation of a surgical procedure performed at a hospital and \$200 fee for cancellation of a surgical procedure performed at a hospital within 48 hours of surgery date.
- You will be charged a fee of \$125 for any boot dispensed if your insurance does not cover it (CAM boot, Pneumatic boot, Non-Pneumatic boot, post-op shoe, Ortho Wedge shoe, Equinus Brace, etc.)

I have read and agreed to the policies and procedures for Foot Doctors, PSC.

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Signature

Date