



Office Policies and HIPAA

Method of Payment

Payment is expected on the day service is provided. We will be glad to submit to your insurance company; however, after 90 days if the balance is unpaid, the unpaid portion becomes the responsibility of the patient.

We accept local checks, money orders, cash and major credit cards.

Payment plan options are available through third party lenders. Please ask to speak with the office manager for more information.

There is a \$25 charge for checks returned unpaid.

Delinquent accounts may be transferred out for legal collection action. Any fees incurred will be charged to the patient.

Broken Appointments

Missed appointments are a hardship for everyone, including the patient. Our policy requires 24 hour notice to change or cancel an appointment. Appointments missed or cancelled with less than 24 hour notice are subject to a **\$50 charge**.

Duplicate Records

We will be glad to forward your records upon your written authorization.

Health Care Information

I give permission to share information with my other health care providers and with the individual(s) listed below:

Name

Contact Number

Name

Contact Number

HIPAA

I acknowledge that I have received a copy of the notice of HIPAA privacy regulations.

Patient Signature

Print Name

Date

Signature of Parent/Guardian

Print Name

2 Main Street, Plymouth, NH 03264 – (603) 536-1445