



Welcome to The Pediatric Group!! Please review the office and financial policies below. Thank you!

Insurance It is your responsibility to confirm with your insurance carrier that our doctors are contracted with your plan. Orange County Medical Billing will file your insurance claims as a courtesy to you. You must provide a current copy of your insurance card at every visit and be responsible for charges incurred if the information provided is not correct. Your insurance company requires you to know your plan's benefits including the specifics of what your policy covers.

Newborn Services You must add a newborn to your policy within 30 days of birth. You are responsible for charges incurred and not covered by your insurance company when a newborn has not been added to an insurance policy. **In most cases, for the first 30 days, this will be the same policy as the mother. If your baby is added to another policy, it must be retroactive to the date of birth. If a baby is not added to your policy, it can be very complicated to obtain retroactive coverage for your child.**

Patient Balance If your insurance does not respond to or pay your claim within 45 days, the full balance will become the patient/guarantor's responsibility.

Copays are due on the date of service. If you do not know your copay amount, we will collect \$50.00 and bill/credit you for any balance.

Virtual, Sick, Preventive Care Visits will be billed to your insurance. Many checkups also involve other conversations and diagnoses which do not fall under an insurance company's definition of well care. While we will not generally collect copays for well child visits, it may be necessary, post-visit, based on insurance response, to apply the copay as well as a deductible amount to your balance.

Check-In We do our best to keep our office running on schedule, in order to do so, we ask that you arrive on time. If you arrive more than 15 minutes past your appointment time, your appointment may need to be rescheduled.

Vaccines TPG directly follows the American Academy of Pediatrics schedule for vaccinations

No Shows and Late Cancellations We require a 24-hour advance notice if you must cancel your appointment. NO SHOW and late cancellations will result in a \$75 charge to your account.

An Annual Administrative Assessment is charged to each family on October 1 of each year. The assessment is \$300 for families with 1 child, \$350 for families with 2 children, and \$400 for families with 3 or more children.

VIP Services such as home visits, physicals, virtual visits, sick visits, nights and weekends or any after hours appointments will be charged directly to patients and not covered by insurance.

Please write the name(s) of your child(ren) below and sign below to acknowledge you understand TPG's policies.

Signature

Date