

Financial Policy

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PAYMENT IS EXPECTED AT THE TIME OF SERVICE:

Payment is required at the time services are rendered, regardless of who brings in the patient for the appointment, unless other arrangements have been made in advance. This includes applicable co-insurance, co-payments, and deductibles for participating insurance companies. Fees may be paid by cash, check, MasterCard, Visa, Discover or American Express.

If your insurance plan requires, you must contact them PRIOR to a first appointment to name us as your Primary Care Physician. Parents are ultimately responsible for any charges or portion thereof for which payment is denied by insurance for whatever reason, except where prohibited by law or prior contractual arrangement.

You will receive a statement from our office indicating what your insurance has paid. Any remaining balance is due upon receipt of that statement. Unpaid balances may accrue interest if not paid within 30 days. Your account may be referred to a collection agency if your account balance is not paid within three months.

MISSED APPOINTMENTS:

We understand that emergencies can and do occur. We ask only that you call our office BEFORE your scheduled appointment, preferably a day in advance, to let us know that you are unable to keep the appointment. Appointments cancelled on the same day will be subject to a charge of \$40 and missed appointments a charge of \$75, at the physician's discretion. Excessive abuse of scheduled appointments may result in discharge from the office.

RETURNED CHECKS:

A \$30.00 charge will be added to your account for any check returned by your bank for any reason, and we will no longer accept checks for any future payments.

MEDICAL RECORDS:

We will provide you with a copy of your medical records upon request. You will need to sign a letter of release at the time of pick-up or prior. Please allow 7-10 days for the office to copy your records. There may be a charge, based upon the volume of the medical record, that is payable upon receipt of the copy. Rates charged are within Texas state statutes.

SPORTS AND CAMP PHYSICAL FORM COMPLETION:

A \$10.00 administrative fee will be charged for the completion of sports, camp, or similar physical forms unless the form is completed at the time of the patient's annual well-child examination.

For school sports physical forms, if more than 90 days have passed since the patient's most recent well-child visit, the patient will be required to schedule a nurse visit. This visit is necessary to obtain updated vital signs to ensure the form is completed accurately and in compliance with required standards.

Forms that do not require an additional visit will be completed within two (2) business days.

If a form is requested on an urgent basis (same day or within 24 hours), an expedited processing fee of \$25.00 will apply.

MEDICATION REFILLS:

Requests for medication refills or new prescriptions that are not addressed during a scheduled well visit or an associated sick visit may be subject to an administrative fee ranging from \$10 to \$30, at the physician's discretion. Payment is due at the time the medication is prescribed or transmitted to the pharmacy.

DIVORCED/SEPARATED PARENTS:

Pursuant to Section 151.003(a)(3) of the Texas Family Code, each parent has a legal duty to support their child, including the provision of medical and dental care. A parent who fails to fulfill this obligation may be held liable to any third party who provides necessary services to the child.

The existence of a divorce decree, separation agreement, or custody arrangement does not relieve either parent of financial responsibility for medical services rendered. Responsibility for payment is independent of which parent is designated as the primary conservator or which parent carries health insurance.

Our practice will seek payment from the parent or guardian who authorizes treatment, regardless of court-ordered custody or support agreements. Any disputes regarding responsibility for payment must be resolved between the parents and do not absolve either party of their obligation to this practice.

[See *Trevino v. Trevino*, 555 S.W.2d 792 (Tex. Civ. App. — Victoria 1977) and *Graham v. Graham*, 836 S.W.2d 308 (Tex. App. — Texarkana 1992)].