

Financial Policy

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Welcome to our office! Thank you for choosing RAMBLC Pediatrics as your children's healthcare provider. The following is a statement of our financial policy, which must be read and signed prior to any medical treatment.

Our office contracts with most PPO, POS, and EPO insurance companies. Your insurance company should provide you with proof of insurance in the form of an insurance card which must be presented upon request. When proof of insurance is presented and verified, we will then be able to bill your primary insurance for you. **Payment in full for co-payments, deductibles and any non-covered services is required at the time of your visit. If you are unable to present proof of insurance, then payment in full at the time of service will be required.** For your convenience, we accept personal checks, cash, Visa, MasterCard and American Express.

Most newborn babies are covered through their mother's insurance for the first 30 days of life only. **It is your responsibility to add your baby to your insurance policy prior to the end of the 30-day period or else subsequent visits may not be covered or your baby may subsequently not be allowed onto your policy.**

Your individual insurance plan is an agreement between you and your insurance company. Because there are many different insurance companies and policies offered by each company, **it is necessary for you to know the specific details of your own plan's member benefits. It is especially important for you to notify us if there are restrictions on referrals to specialists and outside facilities for services (such as radiological studies or labwork). You may be responsible for all charges from these outside providers if they are not contracted with your plan and you have not received the proper pre-authorization.**

You will be asked to fill out a patient information form at your initial visit and each calendar year thereafter. If in the intervening time period your address, contact information, or insurance information has changed, it is crucial that you inform our office of these changes.

Medical services rendered outside of regular weekday business hours are subject to an after-hours fee, which may or may not be paid by your insurance, depending on your policy benefits. Calls for health advice placed after 8 PM may be subject to an after-hours charge.

Schedule of fees and charges:

- Missed physical exam appointment that is not canceled at least 24 hours in advance – \$50
- Copying of medical records – 25 cents per page up to \$25 per chart (not including postage)
- Past due balances – \$20 per month that a past due balance is carried
- Returned check/insufficient funds – \$25 per incident

I have read and understood the above Financial Policy and agree to comply with its terms.

signature of responsible party

date

printed name

child(ren)'s name(s) _____

