

1. All changes in your personal information will require an updated patient information sheet. Please provide current information.
2. We file to the following insurance companies: Blue Cross Blue Shield PPO, Medicare and First Health. *(Dr. Allen in network with First Health.)*
3. Patients are required by their insurance companies to pay their co-payment at the time of their office visit. All patients should make necessary arrangements prior to their appointment to pay their co-pay on the day of the appointment.
4. Please bring your insurance card with you to each and every appointment if you would like us to file a claim on your behalf. We require the policy holder's social security number in order to submit a claim.
5. There is a 24 hour cancellation policy for all appointments. If you fail to give us a 24 hour notice before a missed appointment, a **\$25.00** fee will be posted to your account. That applies to standard (non surgical) office appointments.
6. Failure to give a 24 hour notice for all procedure visits (those requiring extra time set aside by physician and the patient) will result in a **\$50.00** fee. This includes surgical appointments and cosmetic service appointments.
7. Past due patient balances after 60 days will incur a late fee. To avoid being charged late fees please send your payment in on time. (60 days is counted from ins. payment, not service date.)
8. Patients are responsible and will be billed for all services considered "cosmetic". Patients should check with their insurance company prior to the performance of the service in question. Please note after the initial office visit certain diagnosis are denied as being elective/cosmetic when treated: *alopecia, skin tags, non-irritated keratoses, and cysts*. This changes from plan to plan, please check with *your* policy. Our office cannot determine what your group plan covers or considers cosmetic.
9. Though Dr. Keuer is on the active teaching faculty at Loyola University Stritch School of Medicine, this office is private and not in any way affiliated with Loyola University Hospital. Some private insurance co. may list Dr. Keuer as in network; this office is **not** part of that relationship. With the exception of those listed above, we do **not** honor any private insurance adjustments.
10. *Our office requires social security numbers to file claims. Without your social security number we will not file a claim on your behalf and payment is due at time of service. No exceptions.*

*Please sign below to verify you have read and understand our policies. Thank you.*

Signature of Patient or Guardian: \_\_\_\_\_ Date: \_\_\_\_\_