



Clinic for Special Children

A comprehensive resource for children with developmental disorders

12-7-2009

Policy Notations Effective Immediately

No Show Appointments: A \$50.00 fee will be billed directly to the patient for all “no show” appointments.

Late Cancellations: A \$50.00 fee will be billed directly to the patient for appointments cancelled without one full business day's notice.

Phone Consultations, Research, and Document Review Outside the Scope of Routine Clinical Care: A charge ranging from \$35.00 to \$175.00 will be billed directly to the patient for all phone consultations, research, and document review. The charge will vary depending on the amount of time spent on the phone with Dr. Harum, the complexity of the subject matter, and whether or not research is required from Dr. Harum (this does not include consults with staff members of Clinic for Special Children).

Email Policy: A minimum charge of \$25 will be billed directly to the patient for an email consultation. This charge will vary depending on the time needed to answer questions.

Parent Consultation: From time to time a parent may want to have a consultation without the child present. Although we are happy to accommodate the parents' wishes for this consultation, in most cases insurance will not pay for this type of office visit. The charge for a parent consultation without the child present is \$187.00.

Letter/Form Policy: In most cases, a charge of \$35 to \$50 will be billed directly to the patient for letters requested by the parents. The charge will vary depending on the amount of time required to research and write the letter. There is no charge for school forms if you bring it with you to your appointment. Otherwise, there will be a \$25 charge for school forms. Please allow at least one week for letters to be written and forms to be filled out and mailed.

Medical Records Copying Policy: A minimum charge of \$10 will be billed directly to the patient for copying medical records up to 13 pages. The maximum fee for each request shall be seventy five cents per page for pages 14 through 25, fifty cents per page for pages 26 through 100, and twenty-five cents for each page in excess of 100 pages. The total charge will vary depending on the size of the chart.

Lab Results Copying Policy: We are happy to provide copies of your current lab results while you are at your appointment. A charge of \$10 will be billed directly to the patient for faxing, scanning, and emailing lab results before or after your regularly scheduled appointment.

Prescription Refill Policy: Children from all over North Carolina come to Clinic for Special Children to be treated by Dr. Harum, therefore written prescriptions that need to be mailed will require a one week notice to renew. All other prescriptions may take up to 48 hours to renew. If you need your prescription phoned in to a pharmacy, please leave the name and number of the pharmacy you wish us to call. It is helpful to our staff to know whether you want the prescription mailed to you or if you will pick it up.

Returned Checks: There will be a \$35.00 processing fee for all returned checks. This includes checks returned due to NSF or stopped payment.

Late Charges: A 1.5% late fee will be applied for patient balances greater than 60 days overdue.

Patient Name _____

Guarantor's Signature _____

Date _____