

Rachel Zylberberg, M.D.
7340 East Broad Street
Blacklick, OH 43004
(614) 322-9720
(614) 322-9725 FAX

Patients,

Please read the following Office Policies of Dr. Rachel Zylberberg and sign at the bottom to confirm that you agree to abide by these policies while you are patients of this office.

- 1) **No Call/ No Show** – If you have 2 appointments that you do not cancel 24 hours in advance and for which you do not show up, you may be asked to find another pediatrician.
- 2) **Cancellations**- You will be charged a fee for all appointment/appointments not cancelled 24 hours in advance.
- 3) **Late**- If you are more than 15 minutes late for you appointment, you may be required to re-schedule the appointment.
- 4) **CoPayment**- Co-Payment is due at the time of service. If you do not have your co-payment , you may be asked to reschedule your appointment
- 5) **Supervision**- All children must have adult supervision at all times and cannot be left unattended in the lobby.
- 6) **Changes**- It is you responsibility to notify our office of any insurance changes; address change or telephone number changes.
- 7) **Insurance Cards**- A current insurance card must be presented at all appointments.
- 8) **Bounced Checks**- If you write a check for services and/or insurance co-pay and it is returned to our bank for insufficient funds, you will be charged a NSF charge that must be paid in cash. Also you will have to pay for all services and/or insurance co-pays in cash for any future appointments
- 9) **You are responsible for any portion of the fee for services which insurance will not or does not pay within 60 days of date of service.**
- 10) **You will responsible for any and all insurance balances if you do not provide current or correct active insurance information at each appointment.**

PATIENT NAMES _____

SIGNATURE _____

DATE _____