

**DERMATOLOGY AND LASER CENTER
OF FORT WORTH
WILLIAM F. COTHERN, D.O., P.A.**

OFFICE POLICIES

Thank you for choosing Dr. Cothorn to be your Dermatologist. In order to make your first visit easier, we are enclosing the initial registration forms that have to be completed prior to your seeing the Doctor. Please fill them out COMPLETELY and LEGIBLY and return to our office prior to your visit.

All private fees are payable at the time of service. We accept cash, checks and major credit cards as payment. Please be prepared to pay when you check out. Cosmetic services are generally not covered by insurance and must be paid at time of service. If you have insurance you wish us to file on, we MUST have a copy of your current insurance card. If you do not have an insurance card, please provide verification of coverage by a letter from your insurance carrier.

If neither can be provided, you need to be prepared to pay for all charges or reschedule your appointment until such proof of coverage can be provided. If your insurance changes, please advise the receptionist and provide new coverage information at the time of check-in.

You will need to pay your designated co-pay for the office visit. If you have an unmet deductible, you may be asked to pay a portion of any surgical procedure performed. We will bill your insurance company, as long as we are a provider in their network. After they pay, you will be billed for any amount they withhold for deductible or co-pay in excess of the amount you have already paid, or for any amount the insurance company says is your responsibility. Please pay any amount due promptly.

If your insurance company requires a referral from your Primary Care Physician, it is your responsibility to see that they issue one. Please call our office to verify that we have received a referral prior to your appointment time. If we do not receive a referral from your doctor, you will have to pay for the visit or reschedule your appointment until we get a referral.

If your visit requires that we send specimens for lab results, you will be billed by the lab for any processing fees. We provide insurance information to the lab for billing purposes. We are not responsible for any billing for these services and any questions should be directed to the lab.

In the event you cannot keep your appointment, you need to call our office at least 24-hours prior to your appointment time. If you are late for your appointment, we will have to reschedule you for another time. We strive to keep your appointment time. However, situations arise that may require extra time and we ask for your patience in these instances, and should your situation require it, you will be extended the same courtesy.

A notice of Privacy Practices for Dermatology & Laser Center of Fort Worth is posted in our waiting room lobby for your review. If you wish to have a copy of these Private Practices, please request one from our staff and we will be happy to furnish you a copy.

Thank you for reviewing these policies and if you have any questions, please feel free to call our office at (817)377-1243. We look forward to seeing you on the date of your appointment.