

To: All Patients
Date: January 1, 2008

We at Florida Infectious Disease Group would like to take this time to wish all of our patients a happy new year. With this being a new year, our office has made some new addendums to our office policies.

Starting the first of the year, when you register or check-in at FLID Group, you will be asked to provide us with information about your health insurance. This information is critical as without it we are unable to file a claim to your insurance company as a courtesy on your behalf. Our office does participate with most of the major insurance plans.

We request and appreciate payment at the time of service for that portion of the fee for which you are responsible. These fees would include co-pays, co-ins, deductibles and any past due balances. We are aware that some times being sick can incur a strain on financial resources, therefore in these instances our billing office is prepared to set up payment arrangements if needed.

On subsequent visits to our office, you will need to inform our staff of any changes in your address, phone number or insurance information. Once again this information is critical to our scheduling and billing department.

We appreciate your understanding and cooperation with these new policies. Our office staff is always willing to assist you with any questions or concerns you may have.

Patient Signature: _____ Date: _____

Witness Signature: _____ Date: _____