

BRANDYWINE FAMILY FOOT CARE / FOOT & ANKLE ASSOCIATES

Podiatric Medicine and Surgery
Dr. Vincent J. Pongia, Jr.
Dr. Kevin J. DeAngelis
Dr. Brandon Bosque

Office Policy

Welcome and thank you for the opportunity to provide you with our medical service. We want to make your visit here as pleasant and comfortable as possible. To better serve you, we have prepared the following summary of our office policies.

Please take a few minutes to read the following information and sign this form where indicated.

Financial Concerns

In general this office participates in most insurance plans as well as a limited number of managed health care plans and health maintenance organizations (HMO's). Medical services are to be paid for at the time service is rendered unless other arrangements are made in advance. Our billing service will submit covered services to those insurance companies in which we participate.

HMO Plans

The following guidelines apply for patients enrolled in health maintenance organizations (HMO's) that require referrals prior to office services:

All HMO patients are responsible to have a valid referral for the date of service on which they are being treated.

In accordance with HMO guidelines, anyone without a referral will be held financially responsible for that service. Please be aware that it is not the responsibility of this office to inform patients as to the intricacies of how their insurance programs work. As the patient, it is your responsibility to keep track of and secure your referrals.

In accordance with HMO guidelines, NO PATIENTS WILL BE SEEN WITHOUT A REFERRAL unless arrangements have been made in advance to satisfy the financial obligation for the services rendered.

Co-Payments

All co-payments (co-pays) must be paid *at the time of service*. No service will be rendered until the office co-pay has been satisfied. A \$10.00 process fee will be assessed if it is necessary for the office to bill for co-payments.

