

## Welcome to the office of Tiffany M. Becker, M.D.

We are glad that you have chosen Dr. Becker as your healthcare provider. Please read the important notifications below, so that you may become familiar with our practice policies.

### Appointments

All visits are by appointment only. Same day visits for illnesses are always available. If for some reason you are unable to keep your appointment, please let us know at least 24 hours in advance. If you are going to be late, we would appreciate a call. However, if you are over 15 minutes late, we may need to reschedule your appointment. **There will be a \$100 charge to your account for any no show or non-cancelled appointment.** After 3 no-show occurrences, the practice may elect to terminate our relationship with you. For well child visits, please bring your vaccination record so we can update the information.

### Telephone Advice

If you are having a medical emergency, please call 911 before contacting our office. Our office personnel are trained to deal with questions regarding most minor ailments. If you have a question for Dr. Becker, please let the receptionist know, and your call will be returned as soon as possible, usually by the end of the day. Non-urgent questions (i.e. feeding, behavior) will be returned within 1-2 business days. If the problem is more urgent, the message will be conveyed promptly to Dr. Becker, and you should expect a call back within one hour. We may ask you to bring your child in as some problems cannot be handled over the phone.

### Pharmacy Prescriptions

You may be given a prescription for medications or medication refills in conjunction with your care. It is important that you check with your pharmacist regarding potential interactions with other medications you are currently taking. Dr. Becker recommends that you check with [www.prescribingreference.com](http://www.prescribingreference.com) to become aware of all potential risks, benefits and interactions for all medications. Refill requests are accepted Monday through Friday, 9am to 4 pm. Refill requests outside of those times will be filled the next business day.

### HIPAA Privacy Practices

Tiffany M. Becker, M.D. follows HIPAA guidelines in regard to your PHI (Protected Health Information). Copies of our Notice of Privacy Practices are available at the Front Desk. By signing below, you acknowledge that you have read and agree to our Privacy Practices.

### Administrative Fees

There is a \$15 fee per child for the completion of school, camp, medication, disability or administrative forms. There is also a clerical charge of \$15 for medical records that are copied in the office and/or sent to another party. Legal offices seeking such records will incur additional fees.

### Insurance Assignment and Release

I certify that I have insurance coverage with the company(ies) I provided and assign directly to Tiffany M. Becker, M.D. all insurance benefits, if any, otherwise payable to me for services rendered. I understand that I am financially responsible for all charges whether they are paid by insurance or not. I authorize the use of my signature on all insurance submissions. The above physician may use my health care information and may disclose such information to the above-mentioned insurance company(ies) and their agents for the purpose of coordinating care, obtaining payment for services and determining insurance benefits or the benefits payable for related services.

### Medi-Cal and HMO Insurance Coverage

I acknowledge that Tiffany M. Becker, M.D. DOES NOT participate in Medi-Cal or any HMO plans. If I have Medi-Cal or an HMO Insurance, I acknowledge that I am choosing to be cared for at Tiffany M. Becker, M.D. as a Self-Pay patient, even though I could seek treatment with a provider who accepts Medi-Cal or my HMO.

### Copays, Deductibles and Non-Covered Services

I acknowledge that I am financially responsible for copays, deductibles and non-covered services. All copayments are due at the time of service.

### Billing and Collections

I acknowledge that Tiffany M. Becker, M.D. is providing services in good faith that will be appropriately compensated in a timely manner. If necessary, the patient and/or guarantor will be held liable for any late fees, interests, collection fees, and/or reasonable attorneys' fees for the prosecution and/or collection of the patient amount owed. It is the patient's and/or guarantor's responsibility to provide Tiffany M. Becker, M.D. with updated billing and insurance information on each and every visit.

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Patient/Parent/Guardian/Designated Representative Signature

Date