



Preete Bhanot M.D., Inc.
18181 Butterfield Blvd., Suite 125
Morgan Hill, CA 95037
Ph. 408-782-2515 Fax 408-782-2517

Office Policies

Preete Bhanot M.D. Inc. has developed the following office policies to foster a transparent and responsible relationship between you and our office. Please sign below to acknowledge your agreement to these policies.

1. I acknowledge receipt of **HIPPA Privacy Policy practices** of Preete Bhanot M.D., Inc.

2. Patient's Financial Responsibility:

- I acknowledge that Preete Bhanot M.D., Inc. is not responsible for any costs associated with my care, including any Laboratory fees.
- I acknowledge that any telephone inquiries to insurance companies regarding eligibility and benefits are not a guarantee of payment. I am responsible for all services provided for my care if it is determined by the insurance company, after submission of claims for services provided, that
 - i. I am not eligible for insurance coverage
 - ii. The services are not covered under my benefits plan
 - iii. A referral and or an authorization is needed and was not obtained
 - iv. I am seeking services from "out of network" and/or non-contracting provider
 - v. I am responsible for informing Preete Bhanot M.D. Inc., of any changes in my insurance plan and my insurance carrier's contracted laboratory provider.
 - vi. I understand that a finance charge of \$25 will be charged on outstanding balances greater than 30 days on each statement.

3. Missed appointments:

- If I do not cancel or reschedule an appointment 24 hrs prior to the appointment, I understand that Preete Bhanot M.D. Inc., reserves the right to assess a fee of \$25 for missed appointment.

4. Children present at the appointment time:

- I understand that to comply with OSHA regulations and for the safety of children, no child can be allowed beyond the waiting room (in the back office or in the examination rooms). Also, no child under the age of 8 years can be allowed to wait in the waiting room alone. I am responsible for arranging the supervision of my child in the waiting room while I am being examined and not present in the waiting room.

5. Medical Records Release:

- I understand that if I want to obtain copies or transfer my medical records that I have to make the request in writing. Also, Preete Bhanot M.D. Inc. does not fax any records for any reason except to fax to other medical offices with written authorization from me.

6. Notice to Consumers

- Medical doctors are licensed and regulated by the Medical Board of California (800)633-2322 www.mbc.ca.gov

Patient Name _____

DOB _____

Patient Signature _____

Date _____