

Welcome to the office of Tiffany M. Becker, M.D., a Professional Corporation

We are glad that you have chosen Dr. Becker as your health care 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, please call. However, if you are over 15 minutes late, we may need to reschedule your appointment. **There will be a \$50 charge to your account for any no-show appointments or those that are not cancelled within 24 hours.**

Telephone Advice

If you are having a medical emergency, please call 911 before contacting our office. Our office personnel are trained to address questions regarding most minor ailments. If you have a question for Dr. Becker, please let our staff know, and your call will be returned on the day received. Non-urgent questions (i.e. feeding, behavior) 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 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 regards 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 \$10 fee per patient for letters written on behalf of your child, and/or the completion of school, camp, medication, disability, or administrative forms. There is also a minimal 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 or not they are paid by insurance. I authorize the use of 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 with Medi-CAL or any HMO plans. Should my insurance change to Medi-CAL, I am not eligible to be a cash-paying patient of Dr. Becker as it is unlawful to do so.

CoPays, Deductibles and Non Covered Services

I acknowledge that I am financially responsible for copays, deductibles and non-covered services, and that those amounts will be collected at the time of service.

Billing and Collections

I acknowledge that Tiffany M. Becker, M.D. is providing services in good faith that it 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.

Patient/Parent/Guardian/Designated Representative Signature

Date

AG 2012-06