

Front Range Otolaryngology & Facial Plastic Surgery, P.C.
Kevin Cavanaugh, M.D.
1325 Dry Creek Drive, Suite 103
Longmont, CO 80503
720-494-9111
720-494-9555 Fax

We look forward to meeting you. As a new patient, we ask you to ***please arrive on time***, to your appointment so we can accurately process your new patient paperwork and insurance information. (If you are late or do not have the new patient paperwork completed, there is the possibility that we may have to reschedule your appointment.) Please remember to bring your current insurance card(s) and a form of ID.

Your insurance plan may require you to have a referral. Contact the referring provider's office and have them fax one to us if one is needed as our office does not check that for you. It is your responsibility to see that we get it prior to your appointment from your referring/Primary Care Physician or you may be responsible for the cost of your visit. If a copayment is shown on your insurance card, it is due the day of your visit. If you do not have your co-pay, a \$10 fee will be added to your account. Your insurance coverage is a contract between you and your insurance carrier. Please know your coverage plan, and contact them if you have any questions.

Our office will submit your claim as a courtesy to you, our patient. **All deductible and coinsurance balances are your responsibility**, and are due **within 30 days. Balances greater than \$200 are due within 90 days.** Please contact our office if different payment arrangements need to be made. If payment is not made within these guidelines your account may be turned over to collections.

If you do not have insurance, a **minimum payment of \$175.00** is required on the same day service is rendered.

As a courtesy for emergency patients needing to be seen, if you cannot make your appointed scheduled time, a **24-hour notice is required or a \$50.00 fee** will be charged for the missed appointment we have reserved for you.

If you have any questions, please call our office at 720-494-9111.

Thank you,

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