

Alexandria Family Podiatry
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ORTHOTIC POLICY

Please read the following information carefully and sign below.

Insurance

- The cost of one pair of orthotics is \$650. This orthotic fee is in addition to any office visit or office procedure charges you may incur.
- You are responsible for contacting your insurance carrier regarding benefit coverage of your orthotic(s).
- Your orthotic(s) may not be covered by your insurance carrier, and you will be responsible for the outstanding amount not paid by your insurance carrier.

Deposit for Orders

- A **\$100 deposit is required for all orthotic orders.** In the event your insurance does not cover all or part of the cost of the orthotic(s), the deposit will go towards the full or remaining balance of the orthotic(s). If you do not have a balance on your orthotic(s), your deposit may be credited towards your next orthotic office follow-up visits or any outstanding balance you may have on your account. Otherwise, your deposit may be refunded.
- After your orthotic order has been placed, your deposit will be forfeited if you withdraw your order or do not pick up your orthotic(s) when notified of their arrival.
- Once your orthotic(s) arrive, our office will contact you to schedule a fitting. If we do not hear from you within 7 business days, we reserve the right to return your orthotic(s), and your deposit will be forfeited.

*** Please be reminded that it is the patient's responsibility to contact their insurance carrier to determine coverage of their orthotics.

By signing below, I understand and agree to the terms above:

Signature of Patient: _____

Printed Name of Patient: _____

Date: _____

Note: If you have not heard from our office within 2 weeks regarding your orthotics order, please contact our office. Thank you!