



Financial Policy

Thank you for choosing Kennesaw Gynecology for your gynecology care. We are committed to your medical care. We require you to read and sign this prior to treatment.

Our providers participate with most insurance companies. Every plan is different, so please check with your insurance if you have specific payment or coverage questions. Our financial department attempts to verify our benefits prior to your appointment however; this is not always possible. It is your responsibility to know what your plan covers. **Your co-pay, co-insurance, and deductibles are due at the time of service.** For those insurance companies we participate with, we will submit claims on your behalf. *Your insurance policy is a contract between you and your insurance carrier. Be aware that we, when filing claims, will release billing information to your insurance company.* We cannot guarantee payment, nor make excessive effort to collect payments from the insurance company. **The patient/guarantor is ultimately responsible for payment in full of charges for services rendered.** Balances over 90 days will be placed in collections and your care with our office will be terminated. If you are unable to settle your account, contact our financial office.

We realize that sometimes people have financial difficulty, and our Business Office will work with you to ensure you receive needed medical care. If you do not have insurance coverage, we will go over the estimated cost for your appointment. Payment in full is expected at time of service.

Payments may be made with Cash, Check, Visa, American Express, Mastercard, Discover, and Care Credit. There will be \$35.00 charge added to your account for any checks that are returned by your bank.

Patients are seen by appointment only. We understand that your time is as valuable as ours. We ask that you arrive 15 minutes prior to your appointment. Be assured that every effort is made to honor your appointment time. Due to the nature of our specialty, there may be delays when we have unexpected surgeries. We will try to keep patients informed of delays, and will give the option of rescheduling. Arriving 20 minutes late for your appointment will result in a cancellation and your appointment will have to be rescheduled.

A 24-cancellation is required for all appointment. Patients who fail to cancel their appointments will be charged as follows: New Patients: \$50, Existing Patients: \$25, Office Procedures: \$75, Ultrasounds: \$75 Office Visits: \$35

In office or hospital surgeries not canceled within 48 hours prior to your scheduled surgery date will be charged \$200.00.

Calls placed to the emergency line after hours may be subject to a \$35 fee.

Administrative fee of \$10 per page up to a max of \$50 will be charged for completing disability forms, FMLA, life insurance, letters and any other additional correspondence. These may take up to 7 days for completion.

One copy of your records is provided at no charge. A \$35 administrative fee will be assessed after the 1st copy.

You will personally be responsible for this charge. Future appointments will not be scheduled until this fee is paid. Missing more than three appointments without proper notification may result in discharge from the practice.

You are encouraged to have prescriptions refilled at the time of your visit. We generally give you at least enough medication until your next visit. Should you need a refill between visits, please call your pharmacy. Prescription refills are only given during office hours (Mon-Fri 8:00-4:30). We generally complete refill request within 24 hours, however some may take up to 48 hours. Request made after 4 pm may not be ready until the next day. Request received on Friday, may not be ready until Monday. ***Please do not call after hours for routine medication refills.***

My signature below confirms that I have read, understand and will comply with the above listed Practice Policies.

Patient/ Responsible Party

Date

PLEASE READ & UNDERSTAND BELOW ADDITIONAL CHARGES MAY APPLY



Additional Problems Discussed During Visit

What is included in your well-women/annual exam is confined to the services listed a below.

- Medical History
- Measurement of Height and Weight
- Measurement of Blood Pressure
- Performance of Breast Exam
- Performance of a Pap Test (With HPV probe if age appropriate)
- Hemoglobin Check
- Urinalysis
- Medication Refills

Any problem or complaint referenced during your visit that falls outside of the well-woman/annual exam parameters will be coded appropriately.

If an abnormality is encountered or a pre-existing problem is addressed in the process of performing a Well Woman Exam and requires additional time, ordering of tests, or diagnostic studies, it will be coded and billed as an additional visit and may require a co-pay or deductible at check out.

Your expectation should be that additional charges from your insurer will apply.

Pathology/Lab Work Needed During Visit

If during your well-women/annual exam the need to call for pathology or lab work arises, additional charges will likely apply.

Insurance companies handle the payment for pathology and lab work differently.

Your expectations should be that additional charges from your insurer will apply.

By signing below, you acknowledge your understanding that additional charges may apply.

I understand that additional charges may apply for additional services performed.

Patient Name: _____



Signature: _____

Date: _____

*******It is the responsibility of the patient to know what their insurer will or will not cover *******