



1625 N. George Mason Drive, Suite 474, Arlington, VA 22205  
1875 Campus Commons Drive, Suite 110, Reston, VA 20191

## FINANCIAL POLICY

**Thank you for choosing us as your Gynecologist/Obstetrician. We are committed to render the best health care to our patients. The following is information regarding our financial policy. We would like for you to read and sign accordingly.**

### INSURANCE COPAYMENTS, CO-INSURANCE, AND DEDUCTIBLES

If our physicians participate with your insurance company, we will file for insurance benefits and accept payments per our contractual agreement with the insurance company. **All patients MUST provide a valid insurance card as proof of coverage and a government issued ID for the claim to be processed.** If no valid insurance card or no card is provided at time of visit, you will be asked to pay upfront for the visit. You do have the choice of re-scheduling the appointment. Knowing your insurance benefits and notifying this office of any changes in your insurance coverage is your responsibility.

IF OUR OFFICE DOES NOT PARTICIPATE WITH YOUR INSURANCE COMPANY OR YOU ARE A SELF-PAY PATIENT, YOU MUST MAKE PAYMENT IN FULL AT THE TIME SERVICES ARE RENDERED-NO EXECPTIONS. For your convenience, we accept cash and debit/credit card (Visa, MasterCard, Discover, and American Express).

### COPAYMENTS, CO-INSURANCE, AND DEDUCTIBLES

When applicable, the patient is responsible for co-pays, deductibles, or co-insurance at the time services are rendered. This arrangement is part of your contract with your insurance company. Any questions or disputes concerning coverage or payment of benefits, is a matter between the policy holder and the insurance company. Any assistance in this matter granted by our practice is given strictly as a courtesy and implies no responsibility on our practice for the charges incurred by the patient.

### PRIOR AUTHORIZATION/REFERRAL

If your insurance requires a referral/authorization for services, it is your responsibility - as the patient- to obtain the referral/authorization prior to your visit. If you do not obtain the proper referral/authorization and receive services, you will be responsible for all charges incurred.

### COVERED SERVICES

It is your responsibility to know if our physicians and on-site lab participate with your insurance. Please know your plan policy in regards to all laboratory and screening/diagnostic testing. Failure to notify our office of your plan requirements will result in the patient incurring separate charges from these service providers. If your insurance company pays you directly, it is the patient's responsibility to forward the payment to the physician/lab/radiology immediately.

If you are being seen for an annual preventive exam and you discuss with the physician any unrelated medical condition, a separate office visit will be billed to your insurance company. Depending upon your benefits, this visit may be subject to your copay, deductible, or co insurance.

### PAYMENT POLICIES

Payment of your balance for non-covered services is due within 30 days of the insurance payment or denial. If our practice does not receive benefit payments from your insurance company 60 days from the service date, the charges will be the responsibility of the patient. **Re-member: the contract is between you and your insurance company, not this office.** If your balance is 120 days old -or greater- from the service date, the account will be turned over to a collection agency or attorney for handling and you may be discharged from the practice. Possible actions by the collection agency or attorney may include credit reporting and legal pursuit of payment. Please understand that you may be responsible for fees/charges incurred by the services provided by the collection agency/attorney.

This office does not accept personal checks unless paying a balance due through the mail. For your convenience, we accept cash and debit/creditcard (Visa, MasterCard, Discover, and American Express). You can also pay online at [www.healthcareforwomenpc.com](http://www.healthcareforwomenpc.com). Returned check policy: checks that are returned by the bank for insufficient funds or stopped payments will have a fee of \$50 added to the patient's account. This will also result in our inability to accept future personal checks on the account.

### FEES

Co-pay not made at time of service	\$10	Returned check/stop payment	\$50
Lost prescription replacement	\$15	No show/missed appointments	\$50
Forms/letter of disability	\$35	Surgery cancellation within a week of treatment	\$200
Medical records processing (based on # of pages)		Telephone Visit in lieu of an office visit	\$45

### CERTIFICATION

I certify that the information I have reported concerning my insurance coverage is correct and that the above be honored by my current insurance carrier. I also certify that I have read the above financial policy. I understand and fully accept the terms therein.

Patient's Signature: \_\_\_\_\_ Date: \_\_\_\_\_