



FRONT & BACK



The Woman's Care Center, PC **OB/GYN**

Written Financial Policy

Welcome and thank you for choosing The Women's Care Center. We are a privately owned business partnered with Vital Medical Billing and you will receive your statements from Vital Medical billing. We are committed to providing you with the highest quality medical care possible in a cost-effective manner. Our Personal fees have been determined through careful consideration in addition to being reasonable and customary within our geographical area. Our billing team is pleased to discuss with you and can answer any questions you may have concerning a bill. You can reach them at 706-413-8100.

Payment is due in full at the time services are rendered. As a courtesy to our patients, we accept cash, personal check and all major credit cards.

THINGS TO BRING WITH YOU AT EACH APPOINTMENT:

- Health Insurance Card(s)
- Drivers License or Valid Identification Card
- Method of Payment

APPOINTMENTS:

Please arrive for your appointments at least 15 minutes early. The latest we ask that you arrive is the appointment time given at the time of scheduling. We are unable to allow any grace period as each day moves along differently. If you arrive late to your scheduled appointment, it is at the providers discretion as to whether you can be worked back into the schedule or will need to reschedule.

It is your responsibility to verify that the physician is currently in network with your insurance plan and that you have obtained all necessary referrals BEFORE your scheduled appointment. (Failure to do so may result in your responsibility for ALL charges.)

Annual Examinations are paid for by insurance once every 366 days. It is your responsibility to notify our office if an annual examination was performed at another facility in the last 12 months. (Failure to do so will result in your responsibility for all charges.)

Please inform the receptionist of any demographic changes in phone number, address, insurance, coordination of benefits, information, etc. (Failure to notify us immediately of changes in demographic information, and/or insurance coverage may result in you being responsible for payment of any services not covered by your insurance carrier.)

PAYMENTS AND FEES:

All co-pays, co-insurance, deductible payments and self-pay payments are **due at time services are rendered**. Payments must be made at the time of check in. If you receive more than one type of service on the same day, you may be responsible for more than one co-payment. Failure to produce payment at check-in will result in your appointment being rescheduled.

It is your responsibility to familiarize yourself with your insurance policy so that you are aware of what to expect to pay at each visit. Deductibles are checked the day prior to your visit and payment amounts are calculated based off information provided on that day.

For all self-pay obstetric patients, a \$300.00 deposit is due at the time of your first appointment. Our billing assistant will contact you after the first appointment to discuss the total cost of all obstetric services and delivery. A monthly payment will be set based on the total dollar amount of planned services over a 30-week period. The monthly payments can be made at your appointment or over the phone. Any unplanned services will be billed to you.

At this time, we are unable to offer payment plans for our gynecology patients.

There will be a fee of \$25.00 for any returned checks to our office.

All balances are due prior to any further services provided by our office. Failure to pay balances may result in a discharge from the practice.

ADDITIONAL PAYMENTS AND FEES:

Patient paperwork completed by the practice will result in an administrative fee of \$20.00. This fee must be paid before the paperwork is faxed or picked up.

Any printed medical records are charged according to the following fees provided by The Georgia Department of Community Health. Payment is due at the time of obtaining medical records.

Search, Retrieval and Other Up to: \$25.88

Copying/Printing Cost for Records in Paper Form:

Per page for pages 1-20:	\$0.97
Per page for pages 21-100:	\$0.83
Per page for pages over 100:	\$0.66

IN NETWORK VS. OUT OF NETWORK INSURANCE:

Your insurance coverage benefits are a contract between you and your insurance company, and therefore all disputes must be handled between you and your insurance company.

We are contracted with multiple insurers to accept assignment of benefits.

At the time of booking appointments, please notify the receptionist of all insurance providers you have and the correct coordination of benefits.

All private/commercial insurance policies have a yearly deductible. Please familiarize yourself with your insurance policy and deductible so that you know what to expect when visiting the doctor.

If you have insurance coverage under a plan with which we do not have a contract, you may be treated as a self-pay patient.

We offer a reasonable discount for our cash paying patients. We will give you an estimate of what will be due at the time of service and payment for services is due at the time of service.

LAB/HOSPITAL CHARGES:

Our physicians have privileges with Atrium Health Navicent Baldwin. All surgeries performed by Dr. Marisol San Inocencio or Dr. Erika Lubsey will be held at Atrium Health Navicent Baldwin. Any service(s) provided by the physician at this hospital may result in a patient balance. This bill does not reflect a balance in relation with The Woman's Care Center. Any dispute of the balance should be handled with the hospital and/or your insurance carrier. **It is not the responsibility of our practice.**

Any surgery performed by our physicians is prior authorized through insurance prior to the date of surgery. It is advised that you contact your insurance prior to a surgery to confirm which procedures your insurance will and will not cover at the facilities and to request an Explanation of Benefits from your insurance carrier.

The Woman's Care Center is partnered with Pro Path Labs to facilitate any and all labs collected at practice. Labs are paid for by your insurance carrier. Lab balances are collected through Pro Path and any disputes should be handled through Pro Path and/or your insurance carrier. **It is not the responsibility of our practice.**

REFUNDS:

Refunds are issued to the appropriate party and will be processed approximately 30-90 days from the date of the established request.

Patient refunds will be not processed until all active or past due charges are paid in full. Refunds less than \$50.00 will not be issued, unless requested, and will be credited to your account at our practice.

It is your responsibility to inquire about any potential credit/ refund within our practice. For an inquiry you can call 706-413-8100. A request will be submitted to our billing assistant and processed within 30-90 days. All refunds are given via check and must be picked up within 10 business days of date written.

By signing this document, I have fully read and understand the financial policy of The Woman's Care Center. I will cooperate with the above practice and the billing department of Greenway Health Revenue Services to ensure payment for my services. I understand that I will be responsible for any cost(s) associated with the collection of my account if I default on this agreement. I understand that the terms of this financial policy may be amended at any time without prior notification to me, the patient. In the event that the patient is a minor, I am the parent and/or legal guardian of said patient and agree that I am responsible for payment for all services rendered to patient herein.

Date _____

Printed name of patient/parent/guardian.

Date _____

Signature of patient/parent/guardian.

You may obtain a copy of this agreement upon request of the front desk staff.

www.thewomanscarecenter.com

1001 FERNWOOD DRIVE • MILLEDGEVILLE, GEORGIA • 31061 • TELEPHONE (478)453-8100 • FAX (478) 453-4475