

**DOTHAN OBGYN, INC.
FINANCIAL POLICY**

Office Visits

Payment for office visits is due at the time of service. You should bring your insurance card and drivers license with you at the time of your visit in order to protect your identity and to comply with federal regulations. You will be expected to pay any existing balances as well as co-pays and co-insurance at the time of service. Private pay patients should be prepared to pay \$300, depending on the services rendered. We accept cash, checks, money orders, VISA, MasterCard, American Express and debit cards.

Insurance

You are responsible for providing us with accurate insurance information for insurance filing. Most insurance companies respond promptly, however, if after appropriate filing and no response from your insurance company after 60 days, the balance will become your responsibility. We do not accept Florida Medicaid or Georgia Medicaid.

Obstetrical Patients

We verify insurance and establish an OB contract so that all charges are paid in full prior to delivery. We are happy to arrange a payment plan to meet this requirement.

Medical Records

If you are transferring from another OB/GYN practice, past medical records will be helpful in ensuring a smooth transition. A flat administrative fee of \$10.00 will be charged for patient's requesting their records from our office.

Forms

We will be glad to complete disability and Family Medical Leave Act papers. We require an authorization for release of medical information, along with a \$10.00 fee. We strive to complete such paperwork within a timeframe of 10 business days.

Cancellations/No Shows/Missed Appointments

Should you be forced to reschedule your appointment, please do so within 24 hours of the scheduled time. This will allow our office to schedule others in your place and will provide better utilization of the physician's time. No shows and missed appointments, particularly for new patients, are disruptions that can easily be avoided. You may be subjected to a missed appointment fee in the future. Your understanding of this is appreciated.