



## **FINANCIAL POLICY**

The goal of our medical practice is to provide you with comprehensive, convenient and above all, quality medical care. Our office believes the relationship between your health care provider and yourself requires mutual respect, consideration and understanding. We pledge to uphold the trust you have placed in us by providing medical care of the highest quality available and request that you honor that relationship by taking care of your financial commitment in a timely manner.

Payment of the office visit or your appropriate co-payment, deductible or co-insurance is due the day of service; additional fees are due within 30 days of adjudication of your claim. We accept cash, Visa, MasterCard and Discover.

### Financial Responsibility

Any patient over the age of 18, or an emancipated minor, will be held financially responsible for all charges incurred. For minors, the parent who accompanies the minor for their first visit will be financially responsible for all charges incurred.

### Insurance Changes

With the many changes that happen in health plans (claims addresses, group numbers, covered services, network changes) it is important to keep our insurance staff notified. Failure to produce proper insurance coverage identification or information may result in your being responsible for services.

### Referral Authorizations

Please be advised, it is your responsibility to obtain a referral from your primary physician if required by your insurance carrier. Without proper authorization, you will be responsible for all charges.

### Forms Completion

A \$30.00 payment will be collected with each request for each form requested by patients including, but not limited to, FMLA, long term disability, workman's compensation, AFLAC (or other short- term disability forms).

### Appointment Cancellation Policy

Patients who schedule an appointment and fail to notify the office of Cancellation 24 hours prior to their appointment will be charged a \$25.00 cancellation fee. Cancellation of a scheduled surgery is a \$250 fee.

### Collection Accounts

Gulf Coast OB/Gyn reserves the right to turn an account over to collections if it is deemed that the account is in default of payment or compliance with our financial policies. You will not be seen in the practice as a patient until the balance has been paid in full. You can avoid collections and discharge from the practice by arranging a payment plan with the office.