

## FINANCIAL POLICY

To All Patients,

The intent of this document is to inform you of Greenville Obstetrics, Gynecology & Pelvic Surgery's Financial Policy. It is our objective and philosophy that all our patients receive the best possible care and service. Therefore, your complete understanding of our financial policy as it relates to your financial obligation is essential. Please read this document thoroughly. At your appointment you will be asked to sign a form stating that you have read, understand and will comply with the information contained within this document. Please note our office is a division of Physicians East, PA. and any billing information and/or correspondences you receive from us may be indicated as such.

- If you are a member of a health plan that Greenville OBGYN participates with, we will submit your claim to your insurance company. Your co-payment is expected at check-in the day services are rendered. Patients will be billed in full for any services that their health plan deems as "not a benefit" or a "non-covered service."
- If Greenville OBGYN does not participate with your insurance carrier or if you are self pay, payment in full will be required by you at the time services are rendered. Our Billing Department will send a bill to your insurance company as a courtesy to you. (*Maternity care and hospital services are arranged separately.*)
- Medicare patients are responsible for their deductible, co-insurance and any services Medicare might deem as "Medically Unnecessary." Medicare patients may also be asked to sign an Advanced Beneficiary Notice (ABN) form as required by Medicare for certain services. (*Note: Medicare DOES NOT cover annual physicals*)
- Any patient over the age of 18, or an emancipated minor, will be held financially responsible for all charges incurred. For minors, the parent or adult who accompanies the minor to their visit will be financially responsible for all charges incurred.
- There may be additional charges applied to your account if Greenville OBGYN is asked to participate in a Deposition, Phone Consultation, copying of Medical Records or completion of forms pertaining to your medical history.
- Greenville OBGYN accepts Cash, Personal Check, Money Orders, MasterCard, Visa and ATM debit cards as payment for services rendered.
- A \$35 fee will be assessed for any check returned for insufficient funds. At that time only cash, charge or money order will be accepted for payment.
- Greenville OBGYN reserves the right to turn any account over to collections if it is deemed that the account has been in default of payment or compliance with this policy. In the event you breach this agreement, you agree to pay all collection fees, including attorney's fees, incurred by us in enforcing the terms hereof, whether or not formal legal proceedings are commenced.
- If you must cancel an appointment Greenville OBGYN requires a minimum of 24 hours notice. Failure to give 24 hours cancellation notice or failure to keep your scheduled appointment will result in a charge of \$75.