

**Oak Hills Women’s Center, P.A.**

Allison R. Cavazos M.D.

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**Financial Policy**

Thank you for choosing Oak Hills Women’s Center, P.A. for your health care needs. We are committed to providing you the best medical care. Our personnel will be pleased to discuss our policies with you should you have any questions.

We ask that all patients read and sign our Financial Policy as well as our Patient Information Form prior to seeing the physician and establishing themselves as patients.

Payments for services are due at the time the service is rendered. We accept cash, check, Visa, MasterCard, American Express, and CareCredit. We will be happy to help you process your insurance claim for reimbursement.

In special instances, we may accept assignment of insurance benefits. However, you must understand:

1. All charges are YOUR responsibility whether your insurance company pays, or does not pay.
2. It is YOUR responsibility to know if our physicians are IN-NETWORK OR OUT-OF-NETWORK with your insurance. Some, but not all, insurances will allow out-of-network benefits. Please refer to your provider list for this information. **Patient Initials:** \_\_\_\_\_
3. Fees for non-covered services, along with unpaid deductibles and co-payments are due at the time of treatment.
4. If your insurance company does not pay your claim within 30 days, it is YOUR responsibility to contact them to expedite payment. If your account is not paid in a timely manner and is sent to a collection agency, you will be responsible for the balance and all fees charged by the agency.

If you must cancel or reschedule an appointment, please do so at least 24 hours in advance. A call on the day of your appointment or failure to show for the appointment will result in a fee of \$25.00 for office visits and \$50.00 for procedures.

Upon your written request, copies of medical records may be released to you or a designated third party upon payment of a reasonable processing fee, as per the Texas Medical Board Rules: \$25.00 for the first twenty pages, and \$0.50 per page for every copy thereafter.

We will be happy to complete surgical disability and FMLA forms for you. Because these forms may require substantial documentation and time, a fee of \$50.00 is payable at the time that the forms are brought to the office. Completed forms will be available within 10 working days.

Please remember to call during office hours for routine issues and prescription refills. Fees for telephone consultations for problems not evaluated in the office will be billed accordingly to the patient and/or her insurance.

Please be responsible for any written prescriptions given to you by our office. If you lose them and/or need them replaced, a \$25.00 fee will apply.

Again, thank you for choosing Oak Hills Women’s Center. We appreciate the opportunity to serve you.

Patient Signature: \_\_\_\_\_ Date: \_\_\_\_\_