



## SAN FRANCISCO GYNECOLOGY FINANCIAL POLICY

The financial policy of San Francisco Gynecology is based on providing patients with the highest quality health care and striving to be thoughtful and considerate of your cost of care. We want to set forth our financial policy in a simple, straight-forward manner. If you have any questions, please ask them at any time. **Please read and sign this document prior to any treatment.**

### Your Insurance Policy

If you have health insurance, your insurance policy is a contract between you and your insurance company. We cannot bill your insurance company unless you give us your insurance information prior to receiving treatment. If you are unable to provide us with proof of insurance, your plan may deny payment for services rendered. In this event, you will be responsible for full payment. You are responsible for understanding your own health plan. We ask that you become familiar with your health plan benefits so that you can anticipate any costs that will result from your visit.

**Lab fees are a separate charge and are not included in your office visit fee unless specified.** If you do not have insurance coverage for your labs, please let us know and we will make every effort to send you to a lab which has lower charges.

If we have a contract with your health plan, then you must pay all co-pays and deductibles prior to treatment. We accept cash, checks, Visa, and MasterCard. We will bill your insurance for the remainder of your visit charges. However, if your insurance company should deny payment for care rendered to you for any reason, you will be responsible for payment of services in full. **If we do not have a contract with your health plan, you will be responsible for your bill in full.** As a courtesy, we will provide you with a charge slip to submit to your insurance company for payment upon request.

### Other Services and Fees

You may ask our office for services other than medical treatment. We have a \$30 fee for completing forms, such as disability forms, and obtaining authorizations that may be required by your insurance plan for medications or tests which are not routinely covered. We do not charge you for copies of your medical records.

We have a \$75 fee for cancellations made within 24 hours of your visit or if you fail to show. As a courtesy, we call and remind our patients about appointments in advance; however, the responsibility is ultimately with the patient to keep the appointment.

### Delinquent Accounts

We understand that at times our patients may encounter financial hardships. We will make every effort to work with our patients who may require a payment plan. However, should your account become delinquent and we have to take steps for collection; we ask that you now agree to pay our reasonable attorney fees and collection expenses. Also, your delinquent account will bear interest at the legal rate and that interest will be paid by you.

Please feel free to ask us any questions about our financial policy.

**By signing below, I have read this financial policy, had my questions answered, and accept these terms and conditions.**

**Signature:** \_\_\_\_\_ Sample \_\_\_\_\_

**DOB:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Print name:** \_\_\_\_\_

Witnesses: San Francisco Gynecology, INC