

**Highland Park OB-Gyn Associates, Ltd.**

60 Revere Drive, Suite 750  
Northbrook, IL 60062  
(847) 272-7777

**FINANCIAL POLICY**

Thank you for choosing Highland Park OB-Gyn Associates, Ltd. as your healthcare provider. We are committed and dedicated to providing the highest quality healthcare for our patients. In an effort to keep fees as low as possible, please understand that payment of your bill is considered part of your responsibility.

- Insurance

If we are contracted with your insurance company we will bill them directly provided we have a current copy of your insurance card. As a contracted provider, we accept the negotiated fee by your insurance company. As a patient, you are responsible for any co-pays, deductibles or other charges that are not covered by your insurance carrier. Please remember that co-payments are due at time of service. If you have a secondary insurance, please supply us with that card and we will be happy to bill them as well. Please notify us immediately if there are any changes in your current insurance information or coverage.

If you are an obstetrical patient and your insurance changes and we do not accept your new insurance, you may still be seen as a self-paying patient.

Medicare

We accept Medicare assignment. As a Medicare patient you are responsible for the difference between the approved Medicare charge and the amount Medicare pays, your deductible and any charges not covered by Medicare. If you have a secondary insurance, please supply us with your secondary insurance card and we will be happy to bill them as well. Please notify us immediately if there are any changes in your current insurance information or coverage.

Self-Pay

Payment is expected at the time services are rendered unless prior arrangements have been made.

24 Hour Cancellation

Recognizing that everyone's time is valuable and appointment time is limited, Highland Park OB-GYN Associates, LTD requests that you provide at least 24 hour notice if you are unable to keep your appointment. Each appointment missed prevents another patient from receiving medical care. Highland Park OB-GYN Associates, LTD will charge a fee of \$50.00 for each appointment that isn't canceled at least 24 hours prior to the scheduled appointment. That fee will be billed to the patient; That fee is not covered by insurance. You will be dismissed from our practice and will be accepted back in the practice once you have paid your balance.

Collections

Patient balance notification is sent monthly from the original date transferred to patient responsibility. If your account is over 90 days past due your account will be sent to an outside collection agency; You will be charged an additional 25% of your balance. If we have to refer your account to collection, you will be dismissed from our practice and will be accepted back in the practice once you have paid your balance. directly to the collection agency.

I understand it is my responsibility to know the benefits and limitations of my insurance plan. I understand that your office agrees to bill my insurance as a courtesy and that I must provide the information needed to ensure proper payment for services rendered to me. I understand that I am ultimately responsible for the payment of all services and by signing this agreement, I acknowledge that I have read and fully understand the financial policy. If you have any questions, please contact our Practice Manager at 847-272-7777. A copy of our financial policy can be obtained for your records.

Patient Name: \_\_\_\_\_

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

Signature: \_\_\_\_\_