

Women's Global Health of Northern Virginia

FINANCIAL POLICY

We are pleased you have selected Women's Global Health of Northern VA, PC, for your obstetric and gynecological care, we provide our patients with the best services. Here is a copy of our financial policy for your better understanding.

Insurance:

We work with most insurance plans, but we are an out-of-network office. It is your responsibility to provide us with your correct and current insurance information at the time of your visit, and to make sure that we are provided with your specific plan. If you fail to present the correct and current insurance information at the time of your visit, then you agree to be responsible for 100% of our usual and customary charges for that visit. We will provide the service of filing a claim to your insurance company for most office and hospital charges unless we have received prior notification of non-covered service. Those services, along with all co-pays and deductibles are the patient's responsibility and must be paid at the time of your visit. Any fees not billable to insurance will be disclosed in advance, and you will be given the necessary paperwork to file with your insurance company. We will file the initial claim to your insurance company. Our office policy is to allow for one subsequent refilling. If, after the second filing the claim remains unpaid, then the balance will be transferred to your responsibility and payment will be expected upon receipt of a statement. We will work with you to ensure that our services have been billed properly, the ultimate responsibility for the timely payment for services rendered is yours. If you are owed a refund, the refund will only be issued when your account balance is zero. If we do not participate with your insurance, payment in full will be due at the time of your visit.

Cancellation policy:

We encourage our patients to give our office 48-hour notice in the event you need to cancel or reschedule your appointment. Patients will be charged **\$175** for any cancellation or rescheduling before 24 hours. If you miss an appointment (No-Show) or cancel an appointment on the same day without any emergency reasons you will be charged **\$175**. The following qualifies as an emergency:

- Hospitalization
- Death in the Family
- Menstrual cycle (annual and procedure appointments only)
- Severe sickness (flu, diarrhea, vomiting...)
- Severe weather conditions that close roads

Our office sends appointment reminders as a courtesy. However, it is the patient's responsibility to remember their scheduled appointment. These fees will be billed to you directly and if it is not covered by your medical insurance. This balance must be paid prior to your next appointment.

Payment for services performed:

Our office accepts cash, checks, and credit cards. There is a **\$75.00** charge for returned checks. There is a **\$75.00** charge for prescriptions and referrals that are lost or new mammogram referrals. There is a **\$50** charge for no office visit prescription request and **\$75.00** to call-in prescription to pharmacy after hours or weekends. A charge of **\$50 plus**, depending on length, will be charged for forms including disability or other documents. All online prior authorization or any insurance forms needed for medications or other procedure approval will be charged to patient at \$35 plus. All outstanding balances are due within 30 days unless prior arrangements have been made. All past due balances are assessed a finance charge in the amount of 1% per month after 60 days (about 2 months). **All balances over 90 days (about 3 months) could be sent to a collection agency.** You will be financially responsible for all collection and legal fees incurred by Women's Global Health of Northern VA, PC, in the collection of your delinquent balance. We reserve the right to add an additional 25% to 50 % fee to your delinquent balance if it is sent to a collection agency. NO-SHOW or same day cancellation is a **\$175.00** charge. If you cancel 48 hours (about 2 days) prior to your appointment, we will not charge you. If you cancel 24 hours prior to the appointment, we will charge you **\$75.00**. If you cancel within 48 hours (about 2 days) of a scheduled procedure you will be charged **50% of the cost of the procedure**. All new patients must reserve their appointment with a \$175 charge that will be credited toward their first visit. No-show or same day cancellations for new patients will result in a \$175 charge.

I HAVE READ AND UNDERSTAND THE FINANCIAL POLICY SET FORTH BY WOMEN'S GLOBAL HEALTH OF NORTHERN VA., P.C. AND AGREE TO THE TERMS. I ALSO UNDERSTAND THAT THE TERMS OF THE POLICY MAY BE AMENDED BY THE PRACTICE AT ANY TIME WITHOUT PRIOR NOTIFICATION TO THE PATIENT.

Patient, or Parent/Guardian of Minor

Date

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