

The Women's Center of Orlando, LLC
www.WCorlando.com

I, _____ have read the HIPPA Notice of Privacy Practices.

Please list any persons that you authorize our practice to speak with regarding your medical health information. We will not give out information to anyone whose name does not appear below. You have the right to change this authorization at any time, however, additions to this list must be made in person at one of our eight locations.

_____	_____
First and Last Name of Authorized Person	Relationship

_____	_____
First and Last Name of Authorized Person	Relationship

_____	_____
First and Last Name of Authorized Person	Relationship

_____	_____
Patient Signature	Date

Practice Guidelines

Dr. Douglas E. Gearity, M.D. & Associates would like to welcome you to our practice and are pleased that you have chosen us for your care. We are a patient oriented office; committed to providing the highest standards of care possible. Our friendly, well-trained staff is here to serve your needs. We are in-network with many different insurance plans; commercial, medicaid and Tricare military. We are not in-network with medicare.

We currently have multiple locations throughout the Central Florida area to accommodate our patients which include: Hunter's Creek, Downtown Orlando, St. Cloud, Ocoee, Oviedo, Celebration and Altamonte Springs. We see patients by appointment only, 7:30am-5:00pm Monday through Saturday. For after-hours, please call 407-857-2502 and follow our automated system instructions.

Once your appointment is scheduled, you will receive a confirmation call 48 hours before. If you have a privacy detector on your phone, you will not receive the confirmation call through our automated service. In the event that you must cancel or reschedule, or if you are running late to your appointment, please call our offices so that we are able to make the necessary adjustments in our patient schedule. If you are more than fifteen minutes late, you may have to reschedule for another day.

Should you request your medical records, there is a charge of \$1.00 per page up to \$25.00. The release of records directly to another physician is free of charge. It may take up to 72 hours to prepare and release your records. Records release forms are available on our website and should be emailed to medicalrecords@wcorlando.com.

If you are in need of Family Medical Leave Act (FMLA) or short-term disability forms, attending physician statement or other documentation needed for a medical leave, there is a \$20 processing fee per form that will be charged up front. Once the documents and fee are obtained, it can take up to weeks to complete. All types of medical leave forms should be emailed to: FMLA@wcorlando.com.

At your first visit, a review of your medical history will be completed by one of our providers. We will offer advice based on our findings and answer any questions you may have. If you require additional testing, it will be ordered at the time of your visit. **It is our office policy that you may make a follow-up appointment to review any medical findings including lab results.** The provider will also discuss an appropriate plan of treatment with you during this appointment and insurance will be charged for that visit. After your visit, if you have a medically related question, please log in to your patient portal found on our website: wcorlando.com to send a message to our nursing staff or you can contact our office directly at: 407-857-2502.

If you are a current Obstetrics patient and are not following your physicians recommendation on when to schedule for your prenatal care visits you may be disengaged from our practice. If your office visit is not within 6 weeks of your last appointment you would be subject to review by our medical director on future prenatal care.

Your insurance policy may require an office visit co-payment, co-insurance or deductible; that amount is due in full at the time of your visit. Per your insurance company: Benefits are quoted as an estimate only and are not a guarantee of payment. Final determination will be made by your insurance carrier once the claim is received.

Self-pay patient office fees are also due in full at the time of service. Labs incurred during your visit will be billed separately from the lab and are not included in our fees.

Our success can only be measured by your satisfaction with the health care you receive. We welcome your comments as to how we may, in any way, satisfy your medical needs. Please give us your thoughts at comments@wcorlando.com

Patient Signature

Date

An Important Message to Our Patients with Insurance

Please be aware that due to the constant changes in insurance policies and regulations, it has become increasingly difficult to interpret each individual policy. We do try to contact your insurance to get an estimate for services as a courtesy. However, per your insurance company, it is not a guarantee of payment. We cannot be held accountable for the amount quoted, as it is only an estimate provided to us by your insurance company. It is your responsibility to know and understand your individual policy, including your co-pays and deductibles.

Please do not be upset with our office if your insurance does not cover all of our services. Insurance policies typically have deductibles, co-insurances and co-pays. All insurance policies may also have exclusions or waiting periods. Some may require that you get a referral from your primary care doctor in order to see a specialist. Our providers are considered OB/GYN specialists and your visit may require a referral and a specialist copay.

Your individual insurance policy is between you and your insurance company and not between the insurance company and the doctor. It is your responsibility to let us know your policy requirements.

All co-pays and coinsurance payments are due at the time of service. If your policy has a deductible you will be responsible for all charges incurred at your visit(s) until the deductible has been met. Please check your policy if you are unsure about your deductible requirements. Deductibles are concurrent with your policy plan year; once a new plan year begins, a new deductible must be met. This applies to all services, including maternity.

Certain lab specimens may require pre-certification by your insurance company or may need to be performed at a special facility. Lab fees are not included in your office visit; this includes blood work, pap smears or biopsies and will be billed out separately by the laboratory. Outside radiology will be billed by the facility doing the exam.

If you are unsure of any aspect of your coverage, please call the member service number on the back of your insurance card. The member services representative will be able to assist you with any questions you may have.

Our office utilizes an automated collections system. If you have not set up a payment plan or paid your balance within 120 days (approximately 4 statements) your account will be sent to collections and we will not be able to see you. It is your responsibility to contact us if you have any questions about a statement you receive. Once your account is sent to collections, no changes can be made to the balance.

If you have received a bill that you have questions about, please email our billing department directly for assistance, at billing@wcorlando.com.

Patient Signature

Date