

OAK HILLS WOMEN'S CENTER, P.A.

FINANCIAL POLICY

Thank you for choosing Oak Hills Women's Center, P.A. for your health care needs. 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 prior to the appointment.

Payment for services are due at the time the service is rendered. We accept cash, check, VISA, MasterCard, American Express, Discover and CareCredit.

Effective April 4, 2022, due to rising inflation and merchant processing fees, we find it necessary for all credit card transactions to incur a 4% surcharge which will be included in the total amount charged to your card. You may pay by cash or check to avoid this fee.

Patient initial \_\_\_\_\_

Please be aware of the following:

- 1) All charges are YOUR responsibility whether your insurance company pays or not.
- 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.
- 3) Fees for non-covered services, along with unpaid deductibles and co-payments are due at the time of the service.
- 4) If your insurance provider does not pay your claim within 30 days you may be asked to contact that company to expedite payment. After insurance claim processing, any remaining patient responsibility must be paid in a timely manner. Otherwise, the account will be submitted to a collection 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 \$40.00 for office visits and \$50.00 for procedures.

With your written request, copies of your 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 \$35.00-\$50.00 is payable at the time that the forms are brought to the office. Completed forms will be available within 10 days.

Fees for telephone consultations for problems (telemedicine) will be billed accordingly to the patient and/or her insurance.

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