

**Atlanta Women's Healthcare Specialists, LLC**  
275 Collier Road, NW Atlanta, Georgia 30309

**FINANCIAL POLICY**

**Patient Name:** \_\_\_\_\_  
(Please print)

**Date of Birth:** \_\_\_\_\_

Atlanta Women's Healthcare Specialists (AWHS) providers are committed to meeting your health care needs! We are pleased that you have chosen us. Listed below are our financial policies. If you have any questions, please discuss them with our financial team.

**Patient Responsibility**

1. All co-payments are due at the time of visit. Postdated checks are not accepted.
2. Co-insurance and unmet deductibles are due prior to scheduled office visits, ultrasounds, surgeries, and procedures. Once benefits are verified and my financial responsibility calculated, I will be notified of the payment amount and due date.
3. I am responsible for payment of charges for services I receive from AWHS office. As a convenience, this practice will submit claims for reimbursement with your insurance provider; however, all payment responsibility is ultimately yours.
4. In accordance with my insurance member handbook, it is my responsibility to provide accurate insurance information and to present your insurance ID card at the time of your visit. If I do not have insurance or do not present a valid insurance card, I will be responsible for payment at the time of service. We will provide you with a copy of our billing form so that you can obtain reimbursement from your insurance company.
5. It is my responsibility to ensure that AWHS physicians are in your insurance network.
6. If my plan requires a referral, it is my responsibility to obtain this prior to being seen by our provider.
7. It is my responsibility to notify the office of any changes to your mailing address, phone number(s), email, and insurance information.
8. Failure to divulge or misrepresent all active insurance policies to the practice will result in the full charge amount being your responsibility.
9. Cancellations for appointments and procedure must be received at least 24 hours prior to the scheduled appointment. Cancellations for scheduled surgery must be received at least 5 days prior to the scheduled surgery date and time.
10. Payment is due for rendered services 7 days from receipt of your billing statement. Unpaid previous balances must be paid in full prior to any additional visit unless arrangements have been made with our financial counselor.
11. I agree to provide the above practice and/or its designated payment agent with my debit/credit card or check for services rendered at the time of service.
12. If warranted, this practice may offer the option of paying my share of costs via an automated payment plan.
13. **I understand that my signature and payment information will be maintained on file digitally for payment plan arrangements with the practice. The applicable payment card or check information will be truncated & "tokenized" by the payment agent in order to help maintain the security of my payment information. Credit Card or check information will be obtained through a card swipe, manual entry, voided check, or orally in person or over the phone.** I authorize AWHS and/or its designated payment agent to apply charges to my payment card and/or ACH account for all amounts owed to the practice for medical visits, procedures or supplies, medical record requests, including (i) amounts agreed as part of a payment plan, (ii) copays, (iii) coinsurance, (iv) amounts not covered by insurance and/or (v) fees (if applicable) charged by the practice for failure to keep a scheduled appointment or provide timely notice of appointment cancellation, or returned check fee.
14. In the case of a patient balance that is not satisfied by a charge to my payment method or a payment plan, I may receive monthly statements for any outstanding balance. You are responsible for paying this balance by its due date in order to avoid paying interest on the balance.
15. Transaction receipts will be maintained in the patient file or will be emailed to me if I provide and maintain a valid email address

16. I authorize AWHs and/or its designated provider to send electronic account statements and invoices to my email address on file. I understand that it is my responsibility to maintain a current email address on file and that I will not receive a mailed copy of any electronic statement.

This authorization will remain in effect until I provide written notice of cancellation to the practice. Authorization for services already rendered cannot be cancelled or refunded. I agree to notify the practice in writing of any changes in my payment or other information.

**Fees**

1. The returned check fee is \$30.00.
2. There will be an additional charge of 25% of the balance owed for any past due balance that is submitted to an outside agency for collections.
3. Patients who fail to keep and fail to cancel a scheduled appointment may be charged a \$50.00 No Show Fee. There is a \$200.00 cancellation fee for scheduled surgeries that are cancelled less than 5 business days from the date and time of surgery unless cancellation is due to insurance denial or medical necessity.
4. Medical records requests must be received in writing at least 72 hours prior to the date needed. Fees for medical records are set in accordance with allowable amounts as defined by the State of Georgia. Fees must be received prior to record delivery. Company policy does not allow for medical records to be faxed to patients. Patients can access medical records via the web portal or pick up in person.

When a physician treats you via telephone after hours it is for emergencies only. Therefore, for routine problems that require history, diagnosis and treatment (i.e., calling a prescription or refill into a pharmacy), the provider may bill a \$50 to \$75 service fee.

**Administrative Services**

There is a fee for patient Administrative Services. Our office collects an **OPTIONAL** Administrative Service Fee of \$15.00 annually for Gynecologic visits and \$75.00 per pregnancy for Obstetrical visits (payable at the beginning of the Prenatal Care) which covers all forms that need to be completed during your pregnancy. **YOU ARE NOT REQUIRED TO PAY THIS FEE**; however, if you choose not to pay the fee there is a \$20.00 charge for each required completed form, payable prior to service completion.

This Administrative Service Fee covers specific administrative services such as forms completion for family medical leave and disability, letters for insurance authorizations for brand or non-formulary drugs, letters for employers, school, health clubs, and any other administrative item not covered by insurance.

- \_\_\_\_\_ (Initial) I accept the Administrative Service Fee. I will pay \$15.00 annually. (GYN)
- \_\_\_\_\_ (Initial) I accept the Administrative Service Fee. I will pay \$75.00 today. (OB per pregnancy)
- \_\_\_\_\_ (Initial) I decline the Administrative Service Fee, by declining the Administrative Service Fee. I understand that I will be charged \$20.00 for each completed form.

My signature authorizes Atlanta Women’s Healthcare Specialists, LLC, to file insurance claims on my behalf to Medicare or other insurance plans and for payments of any benefits due under my insurance plan to be made to Atlanta Women’s Healthcare Specialists, LLC, when insurance is filed on my behalf.

*By my signature below, I acknowledge that I have read and understand this Financial Policy.*

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