

WELCOME TO LEXINGTON OB/GYN, P.C.

Thank you for selecting our practice! We will strive to provide you with the best possible healthcare. To help us meet your entire healthcare needs, please fill out this form completely in ink.

PATIENT INFORMATION (CONFIDENTIAL)

MD: _____ # _____ Operator _____

Name (as appears on your insurance card)

Last: _____ First: _____ Middle: _____

Maiden name (if applicable): _____ Birthdate: _____/_____/_____

Social Security #: _____ Marital Status: [] Single [] Married [] Other _____

Address: (Street) _____ Apartment #: _____

(City) _____ (State) _____ (Zip) _____

Home #: (_____) _____ Cell #: (_____) _____

Work #: (_____) _____ Ext _____ E-mail: _____

Occupation: _____ Employer: _____

Employer's address: _____ Phone #: _____

Emergency contact: _____ Phone #: _____

Primary Care Physician: _____ Phone #: _____

SPOUSE'S INFORMATION: No spouse

Name: Last: _____ First: _____ Middle: _____

Birthdate: _____/_____/_____ Social Security #: _____

Employer & Address: _____

Work #: (_____) _____ Ext _____ Cell #: (_____) _____

RESPONSIBLE PARTY: Self Spouse

Name: Last: _____ First: _____ Middle: _____

Birthdate: _____/_____/_____ Social Security #: _____

Address: _____

Home #: (_____) _____ Cell #: (_____) _____

Work #: (_____) _____ Ext _____ E-mail: _____

Employer & Address: _____

I certify that I have read and understand the above information to the best of my knowledge. The above questions have been answered accurately. I understand and agree that, regardless of my insurance status, I am ultimately responsible for the balance of my account for any professional services rendered. I authorize payment of medical benefits to Lexington OB/GYN, P.C. when assignment has been taken. I have read and agree to the office financial policy and agree to all terms and conditions and revisions of those terms and conditions. I authorize Lexington OB/GYN, P.C. to use or disclose any information for treatment, payment and health care operations. I authorize that the physicians and/or employees of Lexington OB/GYN, P.C. can contact me via all electronic formats (such as telephone, e-mail, fax, etc) or leave me a message if they are unable to contact me directly. I have read or received a copy of the Notice of Privacy Practices.

Patient's signature: _____ Date: _____

Guardian's Signature: _____ Date: _____

Guardian's relationship: _____

Please provide information on ALL MEDICAL INSURANCE POLICIES you are covered under. If you have multiple carriers, please make sure each carrier is aware of the other. An insurance policy where the patient is the subscriber is generally PRIMARY.

Primary Insurance Information

Insurance Carrier: _____

Identification #: _____ **Group #:** _____

Insurance Claims Address: _____

Insurance Telephone #: _____

Subscriber Name: _____

Subscriber's Social security #: _____ **Date of Birth:** _____

Relationship to patient: Self Spouse Mother Father Domestic Partner Other _____

Subscribers Address: _____

Secondary Insurance Information

Insurance Carrier: _____

Identification #: _____ **Group #:** _____

Insurance Claims Address: _____

Insurance Telephone #: _____

Subscriber Name: _____

Subscriber's Social security #: _____ **Date of Birth:** _____

Relationship to patient: Self Spouse Mother Father Domestic Partner Other _____

Subscribers Address: _____

I understand and agree that;

- Failure to complete and give accurate information may result in a delay or a denial of payable benefits and may cause unexpected expenses to me. Lexington OB/GYN will not re-file a claim 30 days from the date of service;
- Knowingly or intentionally providing false insurance information may be deemed insurance fraud.
- If my insurance does not make payment within 45 days, I will be responsible to pay the balance in full;
- Regardless of my insurance status, I am ultimately responsible for the balance of my account for any professional services rendered as per the financial policy;

I authorize;

- Payment to Lexington OB/GYN when assignment has been taken;
- Lexington OB/GYN to initiate a complaint or appeal to my insurance carrier or to the Insurance Commissioner of New York State or other states, if appropriate;
- Lexington OB/GYN, P.C. to use or disclose any information for treatment, payment and health care operations.

I have read and agree to the office financial policy and agree to all terms and conditions and revisions of those terms and conditions. I have read or received a copy of the Notice of Privacy Practices. I certify that the above information is correct and understand that I am obligated to provide this information.

Patient Name (Print): _____ **DOB:** _____

Patients Signature: _____

Guardian/Responsible Party Name (Print) _____

Guardian/Responsible Party signature: _____

Relationship to Patient: _____

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Financial Policy & Agreement

Thank you for selecting Lexington OB/GYN as your healthcare provider. Our commitment is to provide the very best healthcare to our patients while recognizing the need to limit services to only those medically necessary. The responsibility for payment of fees for these services is the direct obligation of the patient. Any financial payment you may receive from private insurance or government agencies is a matter strictly between you and the insurance carrier or government agency.

You must realize that your health benefit plan is an arrangement between you, the enrollee and the insurance company, HMO or your employer. While we will try to be helpful, and we may participate in the plan, your health benefit plan determines your coverage, any requirements for prior authorizations or referrals and establishes the limit on your coverage for medical services. We cannot know the benefits and exclusions of each patient's policy. It is the patient's responsibility to know and understand her coverage and benefits.

For insurance plans we participate with, we will seek to obtain verification of your eligibility, however, even when such eligibility and/or benefits are verified, your insurance plan will not guarantee the accuracy of their confirmation of coverage or benefits, and that you are eligible and that your benefits are in force. Therefore, it is our policy to obtain your credit card number and authorization to assume acceptance of financial responsibility, should your insurance plan not honor the claim we submit for the services we provide to you.

Billing your Insurance Carrier:

This practice will invoice you or your insurer. If a bill, not disputed by the guarantor of the bill, patient or by the insurer in accordance with New York State (NYS) regulation, and is not paid within 45 days, we will transfer the balance to your responsibility. Please be advised that in NYS a health insurer is required by regulation to pay its claims within 45 days, therefore, should your insurer fail to do so, they are in violation of the regulations of the State of New York, and you should contact the NYS Department of Insurance, as you may have a recourse against your insurer for their failure.

Billing Information:

Please be sure that we have your most current demographic and insurance information at all times. It is your responsibility to provide us with this information. As soon as your information changes, notify us in **writing** immediately, so we can make the appropriate changes in our billing system and continue your care. You will be responsible for any charges billed to the wrong insurance carrier as a result of not providing us with correct insurance information and we will not re-file a claim to the correct insurance after 30 days of the service date.

Well Women (Preventive) and Problem Focused exams:

A well women exam is when a healthy patient is seen to screen for various illnesses and diseases; this is considered preventive medicine. A problem visit is one where the patient has a specific concern, symptom or complaint. We are required to submit claims based on the services you receive. If we provide both a well women and a problem focused exam then both services may be billed. Depending on your insurance coverage, some or all of the cost may have to be billed to the patient. We recommend you contact your insurance carrier prior to each visit and inquire about the type of benefits you have. Once a claim has been submitted to your insurance carrier, the office will not change the coding in order to circumvent an insurance denial as this may be considered insurance fraud.

Referrals/Authorizations:

Should your insurance carrier require a referral or authorization, it is your responsibility to obtain or request one prior to your appointment. Please note some insurance carriers will not allow your OB/GYN physician to issue a referral. In this case, you will need to consult your primary care physician (PCP). The office will not issue referrals or authorizations for services already performed.

Bills from Laboratories, Hospitals and Other Healthcare Providers:

If your medical care requires a pap smear, blood work, a culture or a biopsy, the specimen is generally sent to an outside laboratory or hospital for analysis. When this occurs you may receive a separate bill from that laboratory. If you receive medical care during a hospital inpatient or outpatient encounter, you may receive separate bills from the hospital, the anesthesia department and other healthcare providers involved in your care. Any questions related to these bills cannot be answered by this office and will need to be directed to the billing entity.

Telephone consultations:

Your insurance benefits do not include telephone consultations as a covered benefit. A telephone consultation is a request by the patient for clinical advice related to a new or distinct medical condition and is not part of the follow up to a condition under active treatment in the office. Telephone consultations are also charged if the patient requests and authorizes a discussion of the patient's condition, treatment, or any other clinical matter with a relative or other physician not part of the active treatment of the patient. No charges are incurred in our response to follow up questions to the office visit or to discuss lab results.

Form Completion:

Should you require specialized forms for employment, school, disability, or for any other purpose, you must assume the cost of preparing these forms. Should you request that this office discuss the contents of any form, a telephone consultation charge will be required. The patient must authorize such communications in writing. Forms requested for completion must be provided at least 1 week before the due date. The charge for basic form completion is \$25.00. This charge will change based on the complexity and time involved.

Returned Checks:

If you make a payment by check to the office and it is returned to us for any reason, you will incur a fee of \$35.00. Additionally, no appointments or services will be provided for non-emergent care, until the balance is paid in full.

Appointment Cancellation, No show and Rescheduling Policy:

Any appointments for New GYN patients, Initial Obstetrical patients and office procedures that are not cancelled by 10:00am two (2) business days in advance will result in a \$100.00 charge billed to your account. Any appointments for follow up GYN visits or obstetrical rechecks that are not cancelled by 10:00am two (2) business days in advance will result in a \$50.00 charge billed to your account. Any cancellation or rescheduling of a scheduled surgical procedure without a valid medical reason will incur a \$200.00 cancellation fee. Cancellation fees are not covered by insurance.

Copayments:

Copayments are contractual obligations between you and your insurance carrier. Compliance rules set forth by federal and state governments require us to collect copayments. All patients are expected to pay their copayments at the time of the visit. If you fail to pay your copayment you will be assessed a \$25.00 processing fee.

Non-covered charges:

A non-covered service is any service that is denied by your insurance carrier due to benefit descriptions or limitations, policy exclusions, or pre-existing waiting periods. Non-covered services will be the responsibility of the patient and payment is due at the time of service.

Replacement Prescriptions:

This practice provides prescriptions that are medically necessary and appropriate in your treatment. If you are on a long-term medication, our physicians will typically prescribe a sufficient quantity to last until your next visit. If you are running out of medicine, it is likely because you need to make a follow-up appointment. It is your responsibility to promptly fill the prescription. Should the prescription become lost, or you have moved to a new pharmacy, and a replacement is necessary, there is a \$25 fee that must be paid before the replacement prescription is provided.

Rebilling Fees:

Your insurance carrier will notify both you and our office with an Explanation of Benefits (EOB) if there is a balance due that is your responsibility. At that time a statement will be sent to you. If the balance is not settled in full within 30 days, or arrangements to settle the balance have not been set up with our financial department, a \$10.00 rebilling fee will be incurred. Additional \$10.00 rebilling fees will be incurred for each 30 day period that the balance remains unpaid.

Past due accounts:

It is our intention to maintain all patient accounts in our office. However, if your account becomes past due the office will take the necessary steps to collect this debt. We have the options of sending your account to a collection agency or to an attorney, reporting your account to a credit reporting agency or submitting a claim to the appropriate court. In the event your account is turned over to our Collection Agency, you will be responsible for all collection fees (33% will be added to your account balance) and all legal fees (court costs will be added to your balance) that our office incurs through the process utilized to collect the outstanding delinquent balance.

Fees:

The fees/charges quoted above are subject to change at any time.

I have read this document and I understand my fiscal responsibilities. I agree to all the terms and conditions and any revisions to those terms and conditions

Patient's name (print): _____

Signature: _____ Date: _____

Guarantor's name (print): _____

Signature: _____ Date: _____

Guarantor's relationship to patient: _____

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ALL PATIENTS MUST COMPLETE

Dear Patient:

We value you as a patient and appreciate that you have entrusted us with your health care needs.

As you know, there are charges for each of the medical care services that we will provide to you and your newborn. The co-payments, deductibles and co-insurance amounts that we are obligated to collect from you are determined by the type and extent of health benefit coverage that your health benefit plan provides. Our office will be pleased to work with your health benefit plan in verifying your eligibility and benefits and requirements for prior authorizations or referrals, but please be aware that your health plan does not guarantee the accuracy of its confirmation of coverage or benefits. Since you are ultimately responsible for payment of the medical services provided to you, it is our policy to obtain your credit card number and authorization to process a claim for payment should your health plan not honor the claim we submit for the services provided to you.

Your health benefits, including your responsibility for co-payments, deductibles, and co-insurance is a decision made by your employer, not this office or your health plan.

In providing credit card information below, you authorize payment by credit card should your account or your newborns account fall into arrears greater than 30 days or for services in the absence of coverage by your health benefit plan (Including, but not limited to, co-payments, co-insurance, deductibles, and/or uncovered services).

Patient's Name: _____

Patient's Signature: _____ Date: _____

Payment Method: Visa Mastercard

Account Number: _____ - _____ - _____ - _____

Expiration Date: _____ - _____ - _____
Month Day Year

V-code: _____ (3 digit security code- usually on the reverse side of the card)

Credit Card Billing Address:

Street: _____

City: _____ State: _____ Zip: _____

Card Member's Name: _____

Card Member's signature: _____ Date: _____

Appointment Cancellation Policy

Our goal is to provide quality medical care in a timely manner. When you make an appointment, we reserve a significant amount of time for your visit/procedure. In order to do so, we have had to implement an appointment cancellation policy. This policy enables us to better utilize available appointments for our patients in need of medical care. Failure to keep or to arrive on time for scheduled appointments jeopardizes the ability of our office to provide you and other patients the appropriate care. In order to be respectful of the medical needs of the community, please be courteous and call the office promptly if you are unable to attend an appointment. This time will be reallocated to someone else who is in need of treatment. It is our goal to contact each patient to confirm their appointments. We do this as a courtesy to the patient. **Our inability to contact you does not relieve you of your responsibility to keep scheduled appointments.** If it is necessary to cancel or reschedule your appointment, we require that you call by 10:00am two (2) business days in advance. Appointments are in high demand, and your early cancellation will give another person the possibility to have access to timely medical care.

Cancellation charges are not covered by insurance and are due and payable prior to any future appointments.

- (1) If you cancel or reschedule your appointment by 10:00am two (2) business days in advance there is no charge.
- (2) Any appointments for New GYN patients, Initial Obstetrical patients and office procedures that are not cancelled by 10:00am two (2) business days in advance will result in a \$100.00 charge billed to your account.
- (3) Any appointments for follow up GYN visits or obstetrical rechecks that are not cancelled by 10:00am two (2) business days in advance will result in a \$50.00 charge billed to your account.
- (4) If you schedule an appointment within the cancellation period and then cancel or no show, you will still be held responsible for the above cancellation fee.

Our aim here is to open otherwise unused appointments for our patients, not to collect missed appointments fees. It is unfortunate that we must create this policy, but we want our patients to understand that late cancellations and no-shows are not taken lightly. Please be respectful of the staff's and other patients' time. Patients should be aware of the costs associated with using a limited resource like healthcare and try to use medical resources judiciously. Repeated missed appointments or late cancellations are disruptive to the optimal delivery of care to you and other patients. As a result, 3 late cancellations or missed appointments may result in your physician sending you a letter discharging you from the practice.

Patient's name (print): _____

Signature: _____ Date: _____

Guarantor's name (print): _____

Signature: _____ Date: _____

Guarantor's relationship to patient: _____

**RECEIPT OF NOTICE OF PRIVACY PRACTICES
WRITTEN ACKNOWLEDGEMENT FORM**

I have received a copy of Lexington OB/GYN's Notice of Privacy Practices.

Patient Name (Print): _____

Signature of Patient: _____

Date: _____

OFFICE USE ONLY:

I have made a good faith effort to obtain an acknowledgement of receipt of the Notice of Privacy

Practices of Lexington OB/GYN. I requested the patient _____
(PATIENT NAME)

to sign the acknowledgement on ____/____/200____, but the patient refused.

Receptionist name (Print): _____

Signature: _____