

HISTORY FORM

Name: _____ D.O.B. _____ Date of service: _____
 Referred by: _____ AGE: _____ (New form needed in 3 years)

GYNECOLOGIC HISTORY:

Age periods began:	# of days from one period to the next:	# of days of bleeding:
If postmenopausal, age at menopause:	Have you taken estrogen replacement? <input type="checkbox"/> yes <input type="checkbox"/> no	
Have you ever had:	YES	NO
	MD NOTES	
Abnormal pap smear?		
Cervical/uterine polyps?		
Uterine Fibroids?		
Ovarian cysts?		
Endometriosis?		
Tubal infection/pelvic inflammatory disease (PID)?		
Sexually transmitted disease (STD)?		If yes, check: <input type="checkbox"/> gonorrhea <input type="checkbox"/> chlamydia <input type="checkbox"/> syphilis <input type="checkbox"/> herpes <input type="checkbox"/> warts (HPV) <input type="checkbox"/> other
DES exposure?		
Infertility?		
Gynecologic cancer?		
Breast problem/biopsy?		
Other gyn problems?		
Are you currently sexually active?		
How many sexual partners have you had in your life?	<input type="checkbox"/> 0 <input type="checkbox"/> 1-2 <input type="checkbox"/> 3-4 <input type="checkbox"/> 5-10 <input type="checkbox"/> 11+	
Age of first sexual relationship?	<input type="checkbox"/> under 16 years old <input type="checkbox"/> 16 years and over	
What is your sexual orientation?	<input type="checkbox"/> heterosexual <input type="checkbox"/> homosexual <input type="checkbox"/> bisexual	
Current birth control method(s)?	<input type="checkbox"/> condom <input type="checkbox"/> diaphragm/cap <input type="checkbox"/> pill <input type="checkbox"/> IUD <input type="checkbox"/> spermicide <input type="checkbox"/> other <input type="checkbox"/> none	
Past birth control method(s) ?	<input type="checkbox"/> condom <input type="checkbox"/> diaphragm/cap <input type="checkbox"/> pill <input type="checkbox"/> IUD <input type="checkbox"/> spermicide <input type="checkbox"/> other <input type="checkbox"/> none	

PERSONAL PAST HISTORY OF ILLNESSES:

	YES	NO	MD NOTES
High Blood Pressure	<input type="checkbox"/>	<input type="checkbox"/>	
High Cholesterol	<input type="checkbox"/>	<input type="checkbox"/>	
Stroke	<input type="checkbox"/>	<input type="checkbox"/>	
Heart mummur/mitral valve prolapse	<input type="checkbox"/>	<input type="checkbox"/>	
Irregular/rapid heart beat (arrhythmia)	<input type="checkbox"/>	<input type="checkbox"/>	
Heart attack	<input type="checkbox"/>	<input type="checkbox"/>	
Rheumatic fever	<input type="checkbox"/>	<input type="checkbox"/>	
Asthma	<input type="checkbox"/>	<input type="checkbox"/>	
Pneumonia	<input type="checkbox"/>	<input type="checkbox"/>	
Other lung disease	<input type="checkbox"/>	<input type="checkbox"/>	
Reflux / Hiatal Hernia / Ulcer	<input type="checkbox"/>	<input type="checkbox"/>	
Irritable bowel syndrome	<input type="checkbox"/>	<input type="checkbox"/>	
Gallbladder disease / stones	<input type="checkbox"/>	<input type="checkbox"/>	
Hepatitis / liver disease	<input type="checkbox"/>	<input type="checkbox"/>	
Other gastrointestinal / bowel disease	<input type="checkbox"/>	<input type="checkbox"/>	
Kidney infections / stones	<input type="checkbox"/>	<input type="checkbox"/>	
Diabetes	<input type="checkbox"/>	<input type="checkbox"/>	
Thyroid disease	<input type="checkbox"/>	<input type="checkbox"/>	
Headaches / migraines	<input type="checkbox"/>	<input type="checkbox"/>	
Seizures / epilepsy	<input type="checkbox"/>	<input type="checkbox"/>	
Anemia	<input type="checkbox"/>	<input type="checkbox"/>	
Bleeding disorder	<input type="checkbox"/>	<input type="checkbox"/>	
Blood clots / phlebitis in legs/lungs	<input type="checkbox"/>	<input type="checkbox"/>	
Arthritis / joint disease / injury	<input type="checkbox"/>	<input type="checkbox"/>	
Collagen vascular disease (lupus / scleroderma / etc)	<input type="checkbox"/>	<input type="checkbox"/>	
Bone disease / fractures / osteoporosis	<input type="checkbox"/>	<input type="checkbox"/>	
Skin disease	<input type="checkbox"/>	<input type="checkbox"/>	
Eye disease	<input type="checkbox"/>	<input type="checkbox"/>	
Cancer	<input type="checkbox"/>	<input type="checkbox"/>	
Depression / anxiety / other psychiatric disorder	<input type="checkbox"/>	<input type="checkbox"/>	
Have you ever had a blood transfusion?	<input type="checkbox"/>	<input type="checkbox"/>	
Other	<input type="checkbox"/>	<input type="checkbox"/>	

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OBSTETRICAL HISTORY: [] NOT APPLICABLE

Number of pregnancies: [] Full term [] Pre-term [] Miscarriages [] Abortions [] Living children

Year	Wks Pregnant	Vaginal/Forceps/Vacuum/C-section	Hrs in labor	Sex	Birth weight	Complications?
1.						
2.						
3.						
4.						

SURGICAL HISTORY: [] NOT APPLICABLE**HOSPITALIZATIONS:** [] NOT APPLICABLE

Operation Type	Year	Reason	Year

IMMUNIZATIONS/TESTS:

Infection/Vaccine

Year

Year

Year

Measles (Rubeola)		Hepatitis A		Pneumococcal vaccine	
Mumps		Hepatitis B		Tuberculosis (Tb) test	
German Measles (Rubella)		Tetanus booster			
Chicken Pox (varicella)		Flu Vaccine			

MEDICATIONS (incl. vitamins, herbs, over the counter drugs)**ALLERGIES:****MD NOTES:**

[] NONE	1.		[] NONE	
2.	3.		1.	
4.	5.		2.	
6.	7.		3.	

FAMILY HISTORY:

Mother: [] Living	Illnesses:	[] Deceased	Age at death:	Cause:
Father: [] Living	Illnesses:	[] Deceased	Age at death:	Cause:
Siblings: # Living	Illnesses:	# Deceased	Age at death / cause:	
Children: # Living	Illnesses:	# Deceased	Age at death / cause:	

ILLNESSES	YES	NO	RELATIVE & AGE	MD NOTES
High blood pressure	<input type="checkbox"/>	<input type="checkbox"/>		
High cholesterol	<input type="checkbox"/>	<input type="checkbox"/>		
Stroke	<input type="checkbox"/>	<input type="checkbox"/>		
Heart Disease	<input type="checkbox"/>	<input type="checkbox"/>		
Diabetes	<input type="checkbox"/>	<input type="checkbox"/>		
Thyroid disease	<input type="checkbox"/>	<input type="checkbox"/>		
Seizures/epilepsy	<input type="checkbox"/>	<input type="checkbox"/>		
Bleeding disorders	<input type="checkbox"/>	<input type="checkbox"/>		
Blood clots in legs / lungs	<input type="checkbox"/>	<input type="checkbox"/>		
Collagen vascular disease (lupus, etc)	<input type="checkbox"/>	<input type="checkbox"/>		
Osteoporosis	<input type="checkbox"/>	<input type="checkbox"/>		
Psychiatric disease	<input type="checkbox"/>	<input type="checkbox"/>		
Alzheimer's disease	<input type="checkbox"/>	<input type="checkbox"/>		
Breast cancer	<input type="checkbox"/>	<input type="checkbox"/>		
Ovarian cancer	<input type="checkbox"/>	<input type="checkbox"/>		
Uterine cancer	<input type="checkbox"/>	<input type="checkbox"/>		
Colon cancer	<input type="checkbox"/>	<input type="checkbox"/>		
Other cancer	<input type="checkbox"/>	<input type="checkbox"/>		
Birth defects	<input type="checkbox"/>	<input type="checkbox"/>		
Other	<input type="checkbox"/>	<input type="checkbox"/>		

SOCIAL HISTORY:**MD NOTES**

Martial Status: [] Married [] Live with partner [] Single [] Widowed [] Divorced	
Highest level school completed: [] High school [] College [] Graduate	
Occupation:	
Have you ever smoked: [] No [] Yes # of packs/day # of years	
- if yes, do you currently smoke: [] No [] Yes	
Alcohol: # of drinks per day or # of drinks per week	
Recreational drug use: [] No [] Yes	
Have you ever been abused or threatened by anyone: [] No [] Yes	
Regular exercise: # of times per week	

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REVIEW OF SYSTEMS

Do you currently have any problems related to the following systems? Please circle **Yes** or **No** to each question.

1. Genitourinary			7. Respiratory		
Abnormal bleeding	Y	N	Wheezing	Y	N
Painful Periods	Y	N	Frequent cough	Y	N
Premenstrual symptoms	Y	N	Shortness of breath	Y	N
Painful intercourse	Y	N	Spitting up blood	Y	N
Abnormal vaginal discharge	Y	N	8a. Skin		
Itching of genital organs	Y	N	Rash	Y	N
Menopausal symptoms	Y	N	Sores	Y	N
Blood in urine	Y	N	Moles	Y	N
Painful urination	Y	N	Dry Skin	Y	N
Strong urgency to urinate	Y	N	8b. Breasts		
Frequent urination	Y	N	Pain in breasts	Y	N
Involuntary loss of urine	Y	N	Nipple discharge	Y	N
Urinate more than once per night	Y	N	Lumps	Y	N
Other	Y	N	9. Musculoskeletal		
2. Constitutional			Muscle or joint pain	Y	N
Weight gain or loss	Y	N	Osteopenia	Y	N
Fever	Y	N	Osteoporosis	Y	N
Fatigue	Y	N	10. Neurologic		
Chills	Y	N	Dizziness	Y	N
Other	Y	N	Numbness	Y	N
3. Eyes			Seizures	Y	N
Double vision	Y	N	Frequent/severe headaches	Y	N
Blurred vision	Y	N	Severe memory loss	Y	N
Pain	Y	N	11. Psychiatric		
Other	Y	N	Depression	Y	N
4. Ear, Nose and Throat			Frequent crying	Y	N
Ear infection	Y	N	Severe anxiety	Y	N
ringing in ears	Y	N	12. Endocrine		
Sinus problems	Y	N	Hair loss	Y	N
Sore throat	Y	N	Excessive thirst	Y	N
Mouth sores	Y	N	Hot flashes	Y	N
Other	Y	N	Heat/cold intolerance	Y	N
5. Cardiovascular			Tired/sluggish	Y	N
Chest pain or pressure	Y	N	13. Hematologic/Lymphatic		
Painful breathing	Y	N	Frequent bruises	Y	N
Rapid/irregular heart beat	Y	N	Swollen glands	Y	N
Swelling of legs	Y	N	Cuts do not stop bleeding	Y	N
Other	Y	N	14. Allergic/Immunologic		
6. Gastrointestinal			Hay fever	Y	N
Abdominal pain	Y	N	Drug allergies (please list)	Y	N
Frequent diarrhea	Y	N			
Nausea / vomiting	Y	N			
Heartburn / indigestion	Y	N			
Bloody stool	Y	N			
Other					

Other allergies (please list) Y N

Patient Name: _____ DOB: _____ Age: _____

Patient signature: _____ Date: _____

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 (see reverse side) 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: _____

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Financial Policy & Agreement

We recognize the need for a definite understanding between you and your physician concerning healthcare and the financial arrangements for this medical care. 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.

Updating Information:

Please be sure we have the most current demographical and insurance information at all times. It is your responsibility to provide us with this information. The information you provide us must match the information you provide the insurance carrier. Filing insurance claims with the wrong information delays processing and increase patient's financial responsibility. Please note if you fail to provide us with correct insurance information, we will not re-file a claim to the correct insurance after 30 days and the balance will become your financial responsibility.

Insurance:

You must realize, however, 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 referral 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.

It is also your responsibility to know if your insurance has specific rules or regulations, such as the need for referrals from primary care physicians, pre-certification, limits on outpatient charges, specific physicians and/or hospitals to use. You should be knowledgeable of any deductibles, co-payments and/or coinsurance. You agree to accept responsibility for co-payments, deductibles, and medical care and other services that are provided to you which are not specifically covered by your insurance plan or not covered due to the absence of authorizations/referrals you are obligated to obtain under your insurance plan. The services, plans, and benefits under your insurance plan may be subject to and governed by applicable contracts and government regulations. This agreement is not intended to conflict with or circumvent the provisions of such contracts and regulations, including any provision regarding grievance procedures that maybe available to you.

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.

Well women vs. Problem 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. Some insurance carriers only provide benefits for prevention while other may only provide benefits for problems. 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.

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 care, you will need to consult your primary care physician (PCP). The office will not issue a referral or authorization for a service already performed or back date a referral or authorization.

Bills from Hospital and Labs:

When you have a pap smear, any type of blood work or a culture or biopsy, the specimen is generally sent to an outside lab or hospital for analysis. When this occurs you may receive a separate bill from that 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 consultation are also charged if the patient requests and authorizes a discussion of the patients 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. Charges range from \$75.00 to \$200.00.

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.

Missed Appointments:

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.

Surgical Cancellations:

Any cancellation or rescheduling of a scheduled surgical procedure without a valid medical reason will incur a \$200.00 cancellation fee which is not covered by insurance.

Replacement Prescriptions:

This practice provides prescriptions that are medically necessary and appropriate in your treatment. 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 fee:

This practice will invoice you or your insurer. If a bill, not disputed by the guarantor of the bill, patient or by your insurer in accordance with NYS regulation, and is not paid with 45 days of receipt by the payer, a re-billing fee of \$10 will be added to the bill. That rebilling fee is not a covered benefit and will become 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 fails 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.

Statement:

It is your responsibility to make all co-payments at the time of service. You know the co-payments in you health benefit plan. Should you fail to make co-payments at the time of the visit, this practice will invoice you for that co-payment, and a \$10 statement fee will be added as the cost of handling and billing for this obligation of yours.

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.

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. 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 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 to 7 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: _____

Please provide information on all 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 always 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 the insurance payment is delayed over 90 days, I will be expected 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 compliant or appeal to my insurance carrier or to the Insurance Commissioner of New York State;
- 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: _____

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.

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 Name (printed): _____

Patient signature: _____

Date: _____

**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: _____