

Lexington • Ob Gyn

Obstetrical Welcome Letter

Congratulations and welcome to our obstetrical practice!

We and our staff share in your joy. During the next several months, our primary goal will be to assist you with the smooth delivery of a healthy infant.

The association of your five physicians, Dr. Alison Ho, Dr. Gary Markoff, Dr. Holly Nath, Dr. William E. Schweizer and Dr. Anupama Shah provides you with continuous care. Although you will choose one of us as your primary obstetrician, we recommend that you schedule appointments with all five doctors so that you meet and feel comfortable with all of us. There are always two doctors available for office visits Monday through Friday. One of us is always on call for labor and delivery emergencies 24 hours a day, including weekends. We are all affiliated with New York University (NYU) Medical Center, and all deliveries will be at NYU – Tisch Hospital.

Partners are encouraged to participate in all aspects of obstetrical care, from the office visits to the delivery room. If this is your first pregnancy, we urge you and your partner to participate in a childbirth preparation class. These classes should optimally start after the 30th week. If you opt to attend one outside of NYU, we recommend that you take a tour of the Labor and Delivery floor to prepare you for your hospitalization.

During your pregnancy you will see the doctor once every month up to 32 weeks of gestation, every two weeks up to 36 weeks and then weekly until delivery. If you have a problem please do not hesitate to call. Please let the receptionist know what you are calling about so that we can attend to urgent matters promptly. Routine and non-urgent calls may be returned after office hours and in some cases the following day. If you have a medical emergency after office hours, our voice mail message will give you the answering service number (212) 774-1637. Please do not call this number during regular business hours.

We look forward to providing you with care during this special period in your life.

Sincerely,

Alison Ho, M.D.
Gary Markoff, M.D.
Holly Nath, M.D.
William E. Schweizer, M.D.
Anupama Shah, MD

Lexington • Ob Gyn

OBSTETRICAL FINANCIAL POLICY

The obstetrical fee is \$7000.00 for a single delivery and \$8500.00 for twin deliveries. This fee includes all routine prenatal office visits, delivery (vaginal or cesarean), postpartum hospital care and a six-week follow-up visit in the office. The obstetrical fee is the physician's fee only. The hospital will charge you separately for its services. The obstetrical fee does not include charges for hospitalization for conditions not associated with normal pregnancy. The following services which we may provide are also charged separately:

<u>Procedure</u>	<u>Fee (\$)*</u>	<u>Procedure</u>	<u>Fee (\$)*</u>
Tubal Ligation	2500.00	Ultrasounds	150.00 +
Amniocentesis	500.00	Non Stress Tests	125.00
External Version	500.00	Toxoplasmosis specimen shipping (estimate)**	45.00
Circumcision	500.00	Disability / Administrative form completion	25.00 +
Cord Blood Collection ***	400.00	Blood drawing	20.00
		Urinalysis	15.00

* Fees are subject to change at any time.

** Shipping fees may vary.

*** Cord blood collection is not a covered benefit as it is not deemed medically necessary by insurance carriers.

The obstetrical fee is to be paid, in full, prior to your estimated delivery date unless we participate in your insurance plan. For plans we do not participate in, we encourage you to meet with our financial manager to work out payment arrangements.

In the event, that our office does not participate in your entire pregnancy, the obstetrical fee will be pro-rated.

You are responsible to notify your insurance carrier of your pregnancy. You generally need the following information – your name, your identification number, your date of birth, your estimated delivery date, anticipated delivery type (vaginal or cesarean delivery), physicians name and the hospitals name. Failure to notify your insurance carrier may result in a reduction or denial of payable benefits and a greater financial responsibility for you.

Some questions you should keep in mind are:

- What percentage of the physician's fee will your insurance pay?
- What percentage of the hospital's fee will your insurance pay?
- When will your insurance reimburse you for the obstetrical fee?
- Are elective amniocentesis, chorionic villus sampling and/or circumcisions covered?
- If you are planning to deliver using an out of network physician, will an in-network hospital be classified as out of network too?
- Does your insurance require pre-certification (authorization) for obstetrical care?
- Does your insurance require you to obtain referrals for tests that you may be referred for?

Referrals and Pre-certification Policy

We recognize the need for a definite understanding between you and your physician concerning healthcare. Our commitment is to provide the very best healthcare to our patients while recognizing the need to limit services to only those medically necessary.

We will gladly discuss your proposed treatment and answer any questions relating to your 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.

It is the patient's responsibility to know if your insurance has specific rules or regulations, regarding referrals and pre-certifications, limits on outpatient charges, specific physicians and/or hospitals to use.

To obtain a referral or a pre-certification, please contact the office at (212) 686-8686 option 3.

Ultrasounds:

If you are referred to a radiologist for an ultrasound by one of our physicians, we will be happy to provide you with a referral.

Some plans limit how many ultrasounds you can have. Once you reach that limit (generally 3) you will require pre-certification.

Pre-certification is a much more involved process, in which the office needs to substantiate that the ultrasound is medically necessary.

For a referral, we require 4 business days to process your request.

For a pre-certification, we require 7 business days to process your request.

Please be advised that if you have an ultrasound or test without first obtaining a referral and/or a pre-certification, you may be held financially responsible. Please also be advised that the office will not issue a referral or pre-certification for a service already performed or back date a referral or pre-certification.

PATIENT INTAKE HISTORY

Please fill out as completely as possible. Circle "Yes" or "No" where appropriate.

Name:	Date of birth:	Today's date:
Referred by:	Primary care MD:	

GYNECOLOGIC HISTORY

Menstrual history:		Age periods began:	# of days from one period to next:	# of days of bleeding:	Age @ menopause:
Gynecologic problems: Have you ever had:		MD notes			
Abnormal pap smear	Y N				
Cervical/uterine polyps	Y N				
Uterine fibroids	Y N				
Ovarian cysts	Y N				
Endometriosis	Y N				
Tubal infection/pelvic inflammatory disease (PID)	Y N				
Sexually transmitted disease (STD)	Y N				
GONORRHEA CHLAMYDIA SYPHYLLIS HERPES					
WARTS/CONDYLOMA/HUMAN PAPILLOMA VIRUS (HPV)					
Infertility	Y N				
DES exposure	Y N				
Gynecologic cancer	Y N				
Breast problem/biopsy	Y N				
Other GYN problem (SPECIFY)					
Sexual/contraceptive history:					
Are you currently sexually active? Y N					
How many sexual partners have you had in your life? 0 1 2-4 ≥5 Age @ first intercourse: ≤16 yrs >16 yrs					
What is your sexual orientation? HETEROSEXUAL HOMOSEXUAL BISEXUAL					
Current birth control method: CONDOM DIAPHRAGM/CAP PILL IUD SPERMICIDE OTHER NONE					
Past method(s): CONDOM DIAPHRAGM/CAP PILL IUD SPERMICIDE OTHER NONE					

OBSTETRIC HISTORY

Total # of pregnancies:		Full term:	Preterm:	Miscarriages:	Abortions:	Living children:
Year	Weeks pregnant	Vaginal/forceps Vacuum/cesarean	Hrs in labor	Sex	Birth weight	Complications

PERSONAL PAST HISTORY OF ILLNESSES

High blood pressure	Y N
High cholesterol	Y N
Stroke	Y N
Heart murmur/mitral valve prolapse	Y N
Irregular/rapid heartbeat (arrhythmia)	Y N
Heart attack	Y N
Asthma	Y N
Tuberculosis	Y N
Reflux/hiatal hernia/ulcer	Y N
Bowel disease	Y N
Gallbladder disease/stones	Y N
Hepatitis/liver disease/jaundice	Y N
Kidney disease/stones	Y N
Diabetes	Y N
Thyroid disease	Y N
Migraines	Y N
Seizures/epilepsy	Y N
Blood/bleeding disorder	Y N
Blood clots/phlebitis in legs/lungs	Y N
Arthritis/joint disease	Y N
Autoimmune disease	Y N

Bone disease/osteoporosis	Y	N
Skin disease	Y	N
Eye disease	Y	N
Cancer	Y	N
Depression/anxiety/other psychiatric disorder	Y	N
Other medical illness	Y	N
Injuries/fractures	Y	N
Have you ever had a blood transfusion?	Y	N

SURGICAL HISTORY		HOSPITALIZATIONS	
Year	Type of operation	Year	Reason

IMMUNIZATIONS:	
Measles: titers / vaccine	Varicella: disease / vaccine
Mumps: titers / vaccine	Hepatitis B: titers / vaccine
Rubella: titers / vaccine	Other:

MEDICATIONS (including over-the-counter drugs, herbs, etc.)		ALLERGIES	
vitamins?	calcium?	penicillin?	

FAMILY HISTORY			
Mother:	LIVING	DECEASED	cause: age:
Father:	LIVING	DECEASED	cause: age:
Siblings:	# living:	# deceased:	causes/ages:
Children:	# living:	# deceased:	causes/ages:

Family history of illnesses (<i>blood relatives</i> , including immediate family, grandparents, aunts/uncles, cousins)		
	INDICATE HOW RELATED TO YOU/AGE @ DIAGNOSIS (IF KNOWN)	
High blood pressure	Y	N
High cholesterol	Y	N
Stroke	Y	N
Heart disease	Y	N
Diabetes	Y	N
Thyroid disease	Y	N
Seizures/epilepsy	Y	N
Blood/bleeding disorder	Y	N
Blood clots in legs/lungs	Y	N
Autoimmune disease	Y	N
Osteoporosis	Y	N
Psychiatric disease	Y	N
Drinking problems	Y	N
Alzheimer's disease	Y	N
Breast cancer	Y	N
Ovarian cancer	Y	N
Uterine cancer	Y	N
Colon cancer	Y	N
Other cancer	Y	N
Other disease	Y	N

SOCIAL HISTORY			
Marital status:	MARRIED	LIVE w/ PARTNER	SINGLE WIDOWED DIVORCED
Highest level of school completed:	HIGH SCHOOL	COLLEGE	GRADUATE
Occupation:	Ethnicity:		
Have you ever smoked?	Y	N	# of packs per day: # of years:
Do you currently smoke?	Y	N	
Do you drink alcohol?	Y	N	# of drinks per day: or # of drinks per week:
Do you use recreational drugs?	Y	N	
Have you ever been abused or threatened by anyone?	Y	N	
Do you exercise regularly?	Y	N	# of times per week:

Date		Date				
Patient signature:		MD signature				

REVIEW OF SYSTEMS

New: 0, pertinent, 2-9, 10+, 10+

Estab: 0, 0, pertinent, 2-9, 10+

Are you currently experiencing any of the following? Circle Yes or No

MD notes

1a.	GYNECOLOGIC			
	Abnormal bleeding	Y	N	
	Painful periods	Y	N	
	Premenstrual symptoms (PMS)	Y	N	
	Menopausal symptoms	Y	N	
	Sexual problems	Y	N	
1b.	URINARY			
	Blood in urine	Y	N	
	Painful urination	Y	N	
	Strong urgency	Y	N	
	Frequent urination	Y	N	
	Involuntary loss of urine	Y	N	
2a.	BREAST			
	Lumps	Y	N	
	Pain	Y	N	
	Discharge	Y	N	
2b.	SKIN			
	Acne	Y	N	
	Mole with color or size change	Y	N	
3.	GENERAL			
	Large change in weight	Y	N	
	Unusual fatigue	Y	N	
	Persistent or recurrent fever	Y	N	
4.	CARDIOVASCULAR			
	Chest pain or pressure	Y	N	
	Palpitations	Y	N	
	Difficulty breathing with exertion	Y	N	
5.	RESPIRATORY			
	Wheezing	Y	N	
	Shortness of breath	Y	N	
	Chronic cough	Y	N	
	Coughing up blood	Y	N	
6.	GASTROINTESTINAL			
	Frequent nausea/vomiting or indigestion	Y	N	
	Frequent diarrhea or constipation	Y	N	
	Bloody stool	Y	N	
7.	MUSCULOSKELETAL			
	Muscle or joint pain	Y	N	
8.	NEUROLOGIC			
	Frequent dizziness	Y	N	
	Numbness or tingling	Y	N	
	Severe headache	Y	N	
9.	PSYCHIATRIC			
	Depression	Y	N	
	Severe anxiety	Y	N	
10.	ENDOCRINE			
	Unusual temperature sensitivity	Y	N	
	Coarse facial hair	Y	N	
11.	HEMATOLOGIC/LYMPHATIC			
	Prolonged bleeding from cuts	Y	N	
	Enlarged glands (lymph nodes)	Y	N	
Patient's signature:				
MD's signature:				

PRENATAL DIAGNOSIS SCREENING QUESTIONNAIRE

Patient Name: _____

Date of Birth: _____

Will you be age 35 or older when the baby is due? Yes No

Ethnicity: (please check all that apply):

	Mother	Father		Mother	Father
Caucasian	<input type="checkbox"/>	<input type="checkbox"/>	Asian	<input type="checkbox"/>	<input type="checkbox"/>
Northern European	<input type="checkbox"/>	<input type="checkbox"/>	Puerto Rican	<input type="checkbox"/>	<input type="checkbox"/>
French Canadian	<input type="checkbox"/>	<input type="checkbox"/>	Hispanic	<input type="checkbox"/>	<input type="checkbox"/>
Greek / Italian	<input type="checkbox"/>	<input type="checkbox"/>	Other (specify below):		
Ashkenazi Jewish	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>
African American	<input type="checkbox"/>	<input type="checkbox"/>			

Do you, the baby's father or anyone in either family have any one of the following?			Physician Notes
Birth defect of the spine or brain?	Yes	No	_____
Down Syndrome?	Yes	No	_____
Sickle Cell trait or disease?	Yes	No	_____
Congenital heart defect?	Yes	No	_____
Chronic Anemia?	Yes	No	_____
Hemophilia or other blood disorder?	Yes	No	_____
Muscular dystrophy?	Yes	No	_____
Cystic fibrosis?	Yes	No	_____
Nervous system disease, seizures?	Yes	No	_____
Mental retardation?	Yes	No	_____
Other genetic disorders or birth defects?	Yes	No	_____

Patient's Signature: _____ Date: _____

Reviewing Physician's Signature: _____ Date: _____

AUTHORIZATION FOR RELEASE OF CONFIDENTIAL HIV* RELATED INFORMATION

Confidential HIV related information is any information indicating that a person had an HIV related test, or has HIV infection, HIV related illness or AIDS, or any information which could indicate that a person has been potentially exposed to HIV.

Under New York State Law, except for certain people, confidential HIV related information can only be given to persons you allow to have it by signing a release. You can ask for a list of people who can be given confidential HIV related information without a release form.

If you sign this form, HIV related information can be given to the people listed on the form, and for the reason(s) listed on the form. You do not have to sign the form and you can change your mind at any time.

If you experience discrimination because of release of HIV related information, you may contact the New York State Division of Human Rights as (212) 870-8624 or the New York City Commission of Human Rights at (212) 566-5493. These agencies are responsible for protecting your rights.

Name of person whose HIV related information will be released:	_____
Name and address of person signing this form (if other than above):	_____ _____
Relationship to person whose HIV information will be released:	_____
Name and address of person who will be given HIV related information:	New York University Medical Center 530-560 First Avenue New York, NY 10016 Labor & Delivery Floor
Reason for release of HIV related information:	Antenatal Care and Labor and Delivery Management
Time during which release is authorized:	Duration of obstetrical care

My questions about this form have been answered. I know that I do not have to allow release of HIV related information, and that I can change my mind at any time. **Please be advised, that if you decline, you and your newborn child will be required to have your blood drawn at the hospital for HIV/AIDS testing.**

I authorize and consent to Lexington Ob/Gyn disclosing HIV *related information* to labor and delivery at New York University Medical Center for labor management.

I DO NOT authorize and do not give my consent to Lexington Ob/Gyn to disclose HIV related information to labor and delivery at New York University Medical Center for labor management.

Signature: _____ Date: _____

* Human Immunodeficiency Virus that causes AIDS.

NYU HOSPITAL OBSTETRICAL PATIENT REGISTRATION INFORMATION

(PATIENTS – PLEASE COMPLETE THE SHADED AREAS IN ORDER TO REGISTER YOU AT THE HOSPITAL)

FORWARD FORM TO FAX BELOW	PATIENT TYPE	LOCATION FOR PROCEDURE
DAY SURGERY: (212) 263-8643 (212) 263-0423	<input type="checkbox"/> DSP – ANES CONSULT: <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> SDA	<input type="checkbox"/> 6 TH FLOOR (TISCH) – Inpatient <input type="checkbox"/> 10 TH FLOOR (TISCH) – Outpatient
ADMITTING: (212) 263-8960	<input type="checkbox"/> PRE-PROCEDURE ADMISSON	<input type="checkbox"/> 2 ND FLOOR GI (TISCH) – Outpatient
MIUU: (212) 263-3241	(DOCUMENT BELOW)	<input type="checkbox"/> 2 ND FLOOR MIUU (HCC) - Outpatient
Pre-admit testing: (212) 263-2571	<input checked="" type="checkbox"/> OB PATIENT	<input checked="" type="checkbox"/> 8TH FLOOR (L&D) - Inpatient

PATIENT'S NAME:		DATE OF BIRTH:
SOCIAL SECURITY NO:		MEDICAL RECORD NO.
GENDER: FEMALE	EDC(OB only): / /	ADMISSION DATE:
PATIENT'S ADDRESS:		
TELEPHONE NO: HOME:	WORK:	EXT:
ATTENDING PHYSICIAN:		CONSULTING PHYSICIAN:

_____ is responsible for medically clearing this patient for the planned procedure and is aware that the pre-admission testing results will be forwarded to him/her. MD can be reached at 212-686-8686.

PRIMARY INSURANCE:	SECONDARY INSURANCE:
COMPANY:	COMPANY:
POLICY NO:	POLICY NO:
INSURED: (OTHER THAN PT)	INSURED: (OTHER THAN PT)
PHONE # (BENEFIT VERIFICATION)	PHONE # (BENEFIT VERIFICATION)
PHONE # (PRECERT)	PHONE # (PRECERT)
PRECERTIFICATION #	PRECERTIFICATION #

PROCEDURE CASE Procedure Date: _____ Expected D/C: _____ PAT date: _____ (7-21 days per Anes. Algor)

Admitting Diagnosis: _____ **Anes. Type:** _____
Procedure: _____

* **Additional comments:** _____

Procedure Supply/Instrument Requirements:

Equipment: _____
Instruments: _____
Implants: _____

Procedure Time Alottments:

Est. Duration (PT in RM-TO-OUT-OF RM-TIME+15 MIN. TURNOVER) _____ **START TIME REQ. (OR Proc)** _____

*POST OP Dest: _____ Dest Key: 0=D/C; 1 = SSU; 2 = Floor; 3 = Telemetry; 4 = Post=Op; 5 = ICU; 6 = Neuro; 7 = TPU; 8 = PICU; 9 = NICU)

ROOM REQUEST: PRIVATE

DISCHARGE PLANNING: Do you anticipate the need for Social Work referral? Yes No
Do you anticipate this patient will require home care services post discharge: Yes No
Is patient candidate for Rusk post TH. D/C? Yes No

HAS THE PATIENT BEEN HOSPITALIZED AT NYUMC WITH THE LAST 30 DAYS? Yes No

Admitting Physician Signature: _____ MD Print name: _____ MD Phone: (212) 686-8686

Lexington OB/GYN Use Only:

Questions ?? Call Office Manager @ (212) 686-8686.

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: _____