

ACADEMY WOMEN'S HEALTHCARE ASSOCIATES, PC

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Welcome to Academy Women's Healthcare Associates. We are here to provide you with high quality obstetrical and gynecological care. Please read the following information regarding our office and policies.

General Office Information

Office hours are 9:00 a.m. to 5:00 p.m., Monday through Friday. The office is closed during the lunch hours from 12:30 to 1:30 p.m. For appointments, please call during office hours. For prescription refills, our pharmacy line is 329-7106. To avoid being without necessary medications, please allow 24 hours for your refill to be processed.

In addition to the doctors, we have a highly qualified Registered Nurse Practitioner with whom you may schedule an appointment. If you have an emergency after hours, holidays or week end, call the office number (442-0808), listen to the recording and leave a message. Your message is transmitted directly to the physician on call.

Policies

When you arrive more than 15 minutes late, we may need to ask you to reschedule your appointment.

If you fail more than 2 appointments, your care with Academy Women's Healthcare may be terminated.

Non-insured patients are requested to pay cash for services unless prior arrangements have been made with the clinic manager.

Co-payments are payable at the front desk prior to seeing physicians.

If your insurance requires a referral from a Primary Care Physician or the insurance company, it is your responsibility to make arrangements for that referral to be in our office prior to your visit. Without that referral, the patient is responsible for all charges.

Ultrasounds used for determining a baby's sex only, is payable prior to the ultrasound being performed. Pre-payment is required for contraception injections and devices. This includes DepoProvera, IUD's & Norplant.

For Patients Insured by Medicaid: You must present a valid coupon at each visit. In the absence of proof of eligibility, you will be asked to reschedule the appointment or you may pay for the visit and upon proof of eligibility your money will be refunded to you. **We accept Presumptive Eligibility cards only to 28 weeks of pregnancy.**

There will be a \$15.00 service charge on ALL returned checks.

Academy Women's Healthcare Associates is not a provider under the CRDP program.

Service fees of 12% per year may be assessed on accounts over 45 days old.

*If you have activated Anonymous Call Rejection on your phone, please remember to deactivate this service by pressing *87 whenever you are waiting for a call to be returned by a member of our staff, including physicians after hours. To reactivate Anonymous Call Rejection, press *77. Thank you for your cooperation.*

I have read and understand the above information. I also accept responsibility for obtaining an insurance referral if appropriate and will pay all charges incurred as a result of not obtaining a referral. _____ Please initial your acceptance of this requirement.

Signature: _____ Date: _____

Print Name: _____