



Women's Global Health of Northern Virginia

FINANCIAL POLICY

We are pleased you have selected Women's Global Health of Northern VA, PC, for your obstetric and gynecological care. We are dedicated to providing our patients with the best services. Here is a copy of our financial policy for your better understanding.

Insurance:

We participate with a majority of insurance plans. It is your responsibility to provide us with your correct and current insurance information at the time of your visit, and to make sure that we are providers with your specific plan. If you fail to present the correct and current insurance information at the time of your visit, then you agree to be responsible for 100% of our usual and customary charges for that visit.

If we participate with your insurance plan, we will provide the service of filing a claim to your insurance company for most office and hospital charges, unless we have received prior notification of non-covered service. Those services, along with all co-pays and deductibles are the patient's responsibility and must be paid at the time of your visit. Any fees not billable to insurance will be disclosed in advance, and you will be given the necessary paperwork to file with your insurance company.

We will file the initial claim to your insurance company. Our office policy is to allow for one subsequent refilling. If, after the second filing the claim remains unpaid, then the balance will be transferred to your responsibility and payment will be expected upon receipt of a statement. We will work with you to ensure that our services have been billed properly, the ultimate responsibility for the timely payment for services rendered is yours. If you are owed a refund, the refund will only be issued when your account balance is zero.

If we do not participate with your insurance, payment in full will be due at the time of your visit

Cancellation policy:

We do encourage our patients to cancel or reschedule appointments at least 24 hours in advance.

Patients will be charged \$20 for any cancellation on the same day of appointment without any emergency reason as a respect to our other fellow patients.

Payment for services performed:

Our office accepts cash or checks only. There is a \$10.00 fee for co-pays not paid at the time of service, and a \$35.00 charge for returned checks. All outstanding balances are due within thirty (30) days, unless prior arrangements have been made with the billing office at (703) 356-1500. All past due balances are assessed a finance charge in the amount of 1% per month after sixty days. All balances over 90 days will be sent to a collection agency. You will be financially responsible for all collection and legal fees incurred by Women's Global Health of Northern VA, PC. in the collection of your delinquent balance. We reserve the right to add an additional 25% to 50 % fee to your delinquent balance if it is sent to a collection agency.

I HAVE READ AND UNDERSTAND THE FINANCIAL POLICY SET FORTH BY WOMEN'S GLOBAL HEALTH OF NORTHERN VA., P.C. AND AGREE TO THE TERMS. I ALSO UNDERSTAND THAT THE TERMS OF THE POLICY MAY BE AMENDED BY THE PRACTRICE AT ANY TIME WITHOUT PRIOR NOTIFICATION TO THE PATIENT.

Patient, or Parent/Guardian of Minor

Date