



Women's Health Today Financial Policy

Adult & Adolescent Gynecology,
Obstetrics, and Fertility

5050 NE Hoyt #362
Portland, OR 97213
503.239.6800

Thank you for choosing Women's Health Today as your healthcare provider. Our goal is to provide high quality healthcare to women of all ages in a cost conscious manner. Since our practice has obligations that must be met, we ask that you agree to abide by our financial and payment policies. Insurance coverage is an agreement between you and your insurance company for the payment of medical services. You are responsible for understanding your coverage benefits and guidelines for obtaining medical services. You are ultimately responsible for full payment of professional services, laboratory and ultrasound charges and any other associated costs incurred at each visit.

For your convenience we accept cash, check, Visa and MasterCard.

- **Insured Patients:** Please come to all appointments with the necessary insurance information and cards so that we have the correct information to bill your insurance in a timely and accurate manner. If the information is not provided to us in a timely manner and the clinic is unable to bill your insurance carrier for the charges within the time limits set by your insurance company, the full balance will become your responsibility.
- **Self Pay Patients: If you do not have proof of insurance, you will be considered a self pay patient.**
 - ❖ New Patients to Women's Health Today: All self pay new patients will be required to make a deposit of \$150.00 at the time of your visit, with any remaining balance being billed to you.
 - ❖ Established patients with accounts in good standing: All self pay established patients will be asked to make a \$75.00 payment at the time of each visit, with any remaining balance being billed to you. If you are unable to make the \$75.00 payment at the time of your visit, you will need to contact our business office to make payment arrangements **prior** to your appointment.
- **Accounts in Poor Standing:** Existing patients with delinquent accounts, accounts turned to a collection agency, claimed bankruptcy, or have balances written off to bad debt: Payment in full is required at the time of your visit, less a 25% private pay discount, unless your insurance covers all charges at 100%.
- **Discounts:** Women's Health Today offers a 25% discount to all self pay patients who pay their charges in full on the date of their visit. If you would like to take advantage of the 25% discount please let our receptionist know when checking in for your visit. Discounts only apply to the cost of services and do not apply to the cost of goods.
- **Insurance Benefits:** When scheduling appointments with our office, it is your responsibility to verify your insurance benefits and that Women's Health Today is contracted with your health plan network, prior to your appointment. We are required to bill for the exact services performed. If your insurance company does not cover any or all of the services performed, the balance will be your responsibility. **We cannot change billing codes once the insurance has been billed for a service.**
- **Forms Completion:** Should you require completion by our office of specialized forms for employment, school, disability or any other purposes; you will be charged the cost of preparing these forms. Forms must be submitted for completion at least 10 business days before they are due. The fee for completing two sets of forms "per event" is \$20.00 and must be paid at the time the forms are submitted. Forms will not be completed until payment has been received.

- **Copies of Medical Records:** If you request a copy of your medical records, Women's Health Today will charge a fee of \$30.00 for copying 10 or fewer pages and \$.50 for pages 11 through 50, \$.25 for pages thereafter. In addition, if the patient requests the records to be mailed to their home, the fee for records would also include the certified mailing fee in accordance with the current USPS mailing weight rates. This fee is in keeping with Oregon state law and HIPAA regulations.
- **Outside Radiology, Pathology, Laboratory Testing:** Your medical care may require testing/services through an outside facility. When tests are performed by an outside facility, charges for these services are billed by the facility performing the service. You are responsible for all charges from an outside facility.
- **Well Women Exams:** If you have a problem on the day of a well woman annual exam appointment, we can either see you for the problem and reschedule the annual exam or see you for your annual exam and schedule another appointment to take care of the problem. Insurance does not cover a problem service on the same day as an annual exam and you will be responsible for any balance owing if both services are performed on the same day.
- **Co-Payments:** If your insurance plan has a co-payment or co-insurance, it is due at the time of your appointment. This is a requirement of your insurance carrier.
- **Non-Sufficient Funds:** If any check is returned to us because of non-sufficient funds a \$35.00 charge will be added to your account and you will be asked to pay by cash or credit card for future visits.
- **Account Balances:** All balances are due within 30 days of the first statement. Please contact our billing office at 503.239.0597 if you have any concerns regarding your account so that we can discuss it with you.
- **Rebilling Fees:** All accounts with balances over 60 days will be charged a \$10.00 monthly re-billing fee. Re-billing fees will apply to those accounts with payment arrangements also.
- **Delinquent Accounts:** Accounts more than 90 days past due, with no payments and/or broken payment arrangements are subject to collection activity.
- **Collections:** In the unfortunate event that we need to assign an account to a collection agency any discounts previously given on the account will be added back to the balance and the amount sent to the collection agency will be the full fee. All accounts turned to a collection agency will be reviewed for possible dismissal from our practice.
- **Missed Appointments:** From time to time circumstances may arise that prevent you from coming to your appointment. Please call our office 24 hours in advance to cancel or reschedule appointments. Patients with ongoing missed appointments without contacting the clinic to cancel them in advance may be dismissed from our practice.

Women's Health Today strives to be conscientious about healthcare costs. Should you receive a bill from us and find you are unable to immediately pay the balance in full, please contact our billing office at 503.239.0597 to discuss setting up a payment plan. With the exception of special circumstances, payment plans will not be authorized for more than six months.

As guarantor of the patient account, I authorize treatment and agree to pay for all services rendered in accordance with the terms and conditions set forth in the financial policy of Women's Health Today.

Print Patient Name

Date

Signature

Account #