



Important Information for our Patients Regarding Annual Well Woman Exams

Our office makes every effort to follow the current coding practices for reporting medical services as dictated by Federal law and the American Medical Association (the AMA). These regulations can be quite complicated and generate many questions from our patients. The purpose of this handout is to clear up any confusion caused by these complicated rules regarding the billing of Preventive and Screening services.

The Charges for Annual Well Woman or a Preventive Visit includes:

- **Complete history and exam in addition to a breast, pelvic exam, and collection/preparation of pap smear specimen. The physician will ask questions about other medical conditions and discuss risk factors such as sexually transmitted disease prevention, diet and exercise, stress management, smoking cessation, self breast exams, birth control, menopausal symptoms and hormone replacement therapy.**

The annual exam is preventive and the appointment is reserved for a preventive check up. Discussions about problems and conditions for which you are already being treated that are under control are considered an integral part of the Well Woman exam.

If the purpose of your appointment is to discuss some health issues or problems that you are experiencing, you should make an appointment for evaluation or treatment of those problems, not an appointment for an annual exam. If you did not schedule the appropriate “**problem visit**,” and then a separate problem is identified during the course of the Annual Exam, we will attempt to work you in that same day if possible for your annual exam. Otherwise, you may need to reschedule your annual appointment for another time. We are required to submit our claims based on the documentation in the medical record of the service provided to you. **If we see you for your annual exam and a problem visit on the same day, you will be charged for 2 separate visits. You will be responsible for anything your insurance does not cover.** Additionally, we reserve the amount of time needed in the daily schedules for Annual Exams, Problem Visits, Obstetrical Visits, or Surgeries. The time scheduled for an Annual Exam does not allow adequate time to discuss or treat a “Problem Visit.” Patients do not always realize that these are separate types of appointments on the daily schedules.

OUR DOCTORS CANNOT COMPLY WITH ANY REQUESTS TO IMPROPERLY ALTER THE MEDICAL RECORDS FOR THE PURPOSE OF OBTAINING PAYMENT BY BILLING AN ANNUAL EXAM AS A “PROBLEM or SICK VISIT” WHEN NO OTHER MAJOR PROBLEMS WERE EVALUATED. SOMETIMES, PATIENTS WILL CLAIM THAT THEY WERE HERE FOR A PROBLEM, NOT AN ANNUAL IN ORDER FOR INSURANCE TO COVER THE APPOINTMENT. ALSO, SOME PATIENTS EXPECT TO RECEIVE THE ANNUAL EXAM AND THE PROBLEM VISIT AT THE SAME SCHEDULED APPOINTMENT, BUT THESE ARE TWO SEPARATE TYPES OF APPOINTMENTS.

While we regret that billing guidelines and insurance carriers may not pay for more of your annual exam, it is preventive by intent. You as the patient and insured will be responsible for payment as dictated by billing guidelines or your insurance plan for all co-payments and deductibles at the time of service.

Providing you with high quality healthcare remains our first priority. We thank you for choosing us to assist you with your healthcare needs.

Respectfully,
Tifton Woman’s Center, P.C.

Printed Name of Patient

Signature of Patient

Date