



## **Billing Policies**

*Welcome and thank you for choosing Tifton Woman's Center for your care. Optimal health for women is achieved when we work as a team. We understand the importance of gaining your confidence before and during your gynecological and/or obstetric care and are committed to providing you with expert treatment and advice in a pleasant and professional atmosphere.*

1. **Billing**-All patients are responsible for making sure a referral authorization number is obtained prior to the appointment if required. Co-pays, deductibles, co-insurance, and charges for services rendered at the time of their appointment. For your convenience, we accept payment by cash, check, Visa, MasterCard or Discover. As a courtesy to you, we will bill your insurance for services rendered regardless of our participation status. If we do not participate with your insurance you are responsible for the balance and will be billed accordingly. In many circumstances the actual charges will be those determined by your insurance carrier and the payments are regulated by our contracts with them. However, we **cannot guarantee** that any particular service will be a covered benefit **nor can we guarantee that you insurance carrier will pay for services**. It is **your responsibility** to check if tests, labs, or procedures offered are covered by your insurance company. If you have questions regarding coverage please *call your carrier* for the most up to date information.

Insurance companies have a legal obligation to pay for services within thirty days. When the carriers do not perform within these parameters we will turn to you for payment. Our billing representatives are available to answer any questions that you might have.

2. **Self Pay Patients**-If you do not have insurance, payment is due in full on the day of your visit for all services rendered. We will have one of our providers review your medical records prior to scheduling your appointment, so we can give you an estimate of how much you will need to pay on the day of your appointment. However, please be aware that when you are examined by one of our providers additional testing may be done and you will be responsible for paying for all additional testing and procedures performed on that date of service. If you come to us as a self pay patient and then enroll in Medicaid or with a commercial insurance plan you will be responsible for your bill until the balance is paid in full and your enrollment with Medicaid or the commercial insurance plan is complete.

I authorize Tifton Woman's Center to bill my insurance and to release any information to my insurance necessary to settle a claim on my behalf for services rendered while I am a patient of Tifton Woman's Center. I also authorize payment to be made directly to Tifton Woman's Center.

If my insurance denies payment for certain services I agree to be personally and fully responsible for payment.

By signing the bottom of this page I agree to abide by the guidelines set forth above.

Name: \_\_\_\_\_

Date: \_\_\_\_\_