

DUNWOODY OBSTETRICS & GYNECOLOGY, PC

OFFICE PAYMENT POLICY

DUNWOODY OB/GYN is committed to providing excellent medical and professional care to you and your family. In an attempt to minimize any misunderstanding about our fees, we offer this payment policy. Our fees are methods of payment for service and are commensurate with other Ob/Gyn's in the Atlanta area. All payments are expected when services are rendered.

We will file your insurance for you and send you an itemized statement once your insurance company responds to our claim. This includes surgery and obstetrical services. However, prior to surgery and/or delivery, we will assist you in determining your portion of the bill. This usually includes any un-met deductibles or deposits which must be paid prior to your surgery/delivery, etc. Any non-covered surgery/procedure must be paid IN FULL before the procedure is performed. We are providers of several HMO and PPO plans, in which case the above may not apply. These will be transacted according to your coverage.

There is a 24 hour cancellation policy: a \$25 fee will be assessed for any cancelled/missed appointments within that time frame.

You are responsible for your co-payment, deductible, and other non-covered services as set forth by your insurance carrier.

If you do not have insurance, we will gladly discuss methods of payment. We accept cash, American Express, Visa, Master Card, and personal checks.

I have read and understand this policy: _____

SIGNATURE

DATE