

OFFICE POLICIES

At Centennial OB/GYN, we are dedicated to providing you with the best medical care available. In order to do that, we will need your assistance in providing us with necessary information. This information will be kept confidential and is protected by law. We hope you understand that the information provided is used for purposes of providing services to you and is shared only with the insurance company for the purpose of reimbursement. If any type of lab work is done, this same information will be provided to them as well. We will not release your information to any other facility or person unless requested by you in writing.

We will file your insurance if we are a participating provider under the plan for which you are enrolled. Any out of pocket expenses, copays, deductibles or co-insurance is the responsibility of the patient and are due at the time of service. If we are not a participating provider on the plan you are enrolled, payment will be due at the time of service. We accept checks, cash, MasterCard and Visa. If a check will be used as payment, your driver's license must be provided.

Please remember the following:

**Your insurance is a contract between you, your employer and the insurance company. We do file your claims as a courtesy only. Ultimately, medical charges are the responsibility of the patient.

**Unfortunately, we are not always aware of the particular details of each insurance plan. Therefore, please be sure you are aware of any exclusions and/or provisions with your plan. Any service not covered by the insurance, will be the responsibility of the patient.

If you have any questions or concerns with these policies, please feel free to contact our office.

This form must be signed prior to services being rendered. It will become part of your permanent record with our office.

Signature

Date

