

# **Mt. Hood Women's Health, PC-Financial Policy**

## ***Appointment Scheduling***

It is important to have current insurance information available when scheduling an appointment. This information is required so benefits can be verified prior to an appointment.

## ***Time of Appointment***

It is necessary that a patient bring a current insurance card to an appointment. Any co-pay or payment due will be collected at the time of registration. If the required deposit is not presented or insurance coverage cannot be verified, the patient will be asked to reschedule.

If there are any **changes in insurance or demographics** that have occurred since a patient's last visit, the patient will be asked to complete a new registration form.

## ***Signature of Financially Responsible Person***

The signature of the financially responsible person must be obtained prior to a patient appointment. If a person under the age of 18 comes for an appointment and does not have the financially responsible person with her, she will be asked to reschedule.

## ***Obstetrical Payment Arrangements***

Each **obstetrical patient** will meet with a billing representative at her first or second visit to review insurance benefits and discuss financial expectations.

The estimated patient portion is expected to be paid in full prior to 36 weeks. Information regarding the monthly payments due will be sent to each patient and monthly statement will be received until the balance is paid in full. Any difference between the estimate and the actual amount owed will be reconciled after insurance has paid its balance. The patient will receive a statement for the additional amount or a refund of the overpayment.

## ***Pre-Surgery Payments***

Each patient anticipating surgery will speak with the Surgery Scheduler to make arrangements for any required deposit required.

## ***Collection***

Each patient with a patient balance will receive a monthly statement. If a patient cannot pay the balance in full, arrangements should be made with a Billing Representative at 503-492-8734. Accounts that are delinquent will be placed with Metro Area Collections unless arrangements are made and fulfilled.

*Mt Hood Women's Health, P.C. is not able to offer any discount to insured patients. Doing so may violate our contract with an insurance company and create legal issues for our clinic.*

**Payments may be made with cash, check, money order, Visa and Discover cards. All new patient appointments requiring a deposit must be paid with cash, credit or debit cards only.**

## ***Returned Checks***

A \$25 charge will be added to a patient's account for each check returned by the bank..

## ***Disability/OFLA Forms***

A \$30 fee will be added to a patient's account for completion of a disability form by the provider.