

Comprehensive Women's Care, Inc.

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Notice to Patients

- **Co-Pays and Past Due Balances** are **DUE** at the Time of Service. If you are unable to pay at the time of service, you may have to re-schedule your appointment.
- If you arrive late, you may have to re-schedule your appointment
- You **Must** have your insurance card at every visit or you will have to self pay or re-schedule.
- There is a \$30 Charge for ALL Returned Checks.
- There is a \$15 charge for all forms that need to be completed for your time off from work for surgeries or maternity leave. Payment must be made **before** forms are completed. Please allow 10-14 business days for completion.
- Effective, March 1, 2007 there is a \$25 fee for copying any medical records. This includes transfers to other physicians and for personal use. Please allow up to 10 business days for completion.
- All Labs at this office are sent to Lab Corp. If your insurance is not contracted with Lab Corp, please tell the Medical Assistant at beginning of your visit.
- Food or Drinks are NOT allowed in the Exam Rooms.
- Please Do not use your cell phone in the Exam Rooms
- If you need to cancel or reschedule your appointment, please notify our office 24 hours before your scheduled appointment or you may be charged a fee of \$35.
- Please notify the medical staff if you have a latex allergy. We have NON-Latex Products
- We use email to confirm your appointments and may notify you of normal lab results, please provide your email address to the front desk.

Updated: July 30, 2010