

## St Theresa's OBGYN Office Policies

### YOUR MEDICAL APPOINTMENT CANCELLATION POLICY

We have set up this medical cancellation policy to reduce the number of cancellations we have in our schedule.

We do understand that things come up beyond your control that would make it difficult to meet your appointment.

All we are asking is that you give us a call or email us 24 hours before your appointment so we can give that slot to another patient.

The practice reserves the right to charge you a non-refundable \$25 (twenty five dollars) which is not covered by your insurance if you fail to follow this simple rule.

### PRESCRIPTION REFILL POLICY

When calling for your prescription refill, kindly provide a verified name/address of the pharmacy that you want your prescription sent to.

Always remember to call during working hours Monday to Friday when the medical staff is available to access your record. Our hours of operation are listed on our website, [www.sttheresasobgyn.com](http://www.sttheresasobgyn.com).

### Our Payment Policy

We accept all major insurances including Medicaid. We also accept cash pay patients.

Remember, that you are ultimately responsible for the payment of the care you received from St Theresa's OBGYN.

Therefore, it is your responsibility to verify your insurance to know what are covered and what your copay, coinsurance are before coming for your appointment.

To our CASH PATIENT/No-Insurance, your Lab Charges are different from your visit today. You will get a **SEPARATE BILL FROM LABCORP.**

I have read and understood

PRINT PATIENT NAME:

PATIENT SIGNATURE:

DATE: