

Welcome to Western Gyn/Ob



Dear Patient:

We would like to take this opportunity to welcome you to Western Gynecological and Obstetrical Clinic, Inc. We look forward to being of service to you with your health care needs.

Enclosed you will find a Patient History sheet. In order to expedite your visit with us, we ask that you take a moment to complete this form and bring it with you, completed, when you come in for your appointment. If you fail to bring the completed form, it will delay the processing of your chart. **Due to communicable diseases, which could cause special health problems for pregnant women, we request that children not be brought into the office.**

Because there are many different kinds of medical insurance coverage, we ask you take time to know what your insurance will cover during your visit with us. An annual examination may include a breast exam, pelvic exam, Pap smear and blood work. It may also include a review of your medications, such as hormones or birth control pills, and a refill of these medications if there are no problems. The charges will be billed to your insurance company as a routine or preventative visit. If any medical condition (irregular bleeding, cramping, hormone therapy, depression, weight loss, etc.) is discussed with the physician and/or treated by the physician, the charge submitted to the insurance company will be billed as an illness or medical problem and not as a routine or preventative visit. Once the bill is submitted to the insurance company, the billing office will be unable to change the diagnosis and/or resubmit charges simply to achieve reimbursement from your insurance company.

If your insurance requires a co-payment to be made at the time of service, we ask that you make this payment at the time you check in for your appointment. If not, you will be charged a \$5 service fee in addition to your regular co-pay. If you do not have insurance coverage, a \$150 payment will be required at the time of check-in and a payment plan may be arranged for the remainder of the charges. Any returned checks are subject to a \$20 charge.

Please bring your insurance card and coverage information with you at the time of your visit. If you are unable to provide your insurance information, you will be asked to make a \$150 payment at that time. The charges will be submitted on receipt of your insurance information. Please be aware if your insurance company has a filing time limit.

If you find you are unable to keep your scheduled appointment, please call us at 801-285-4900 and we will be happy to re-schedule the appointment for another day. If you do not call to postpone or cancel your appointment, there will be a \$50 charge.

Again, we look forward to serving your health care needs. If you have any questions or concerns before your appointment, please do not hesitate to let us know.

Sincerely,

Western Gynecological & Obstetrical Clinic, Inc.