

Name: _____ Date: _____

Southern Indiana OB/GYN Financial Policy

Payment Policy

- All co-pays and deductibles are due at the time of service.
- If you are uninsured we require payment in full at the time of service.
- If you are having surgery and have insurance, you must pay a deposit of up to \$400 PRIOR to surgery
- All self-pay surgeries require full payment in advance of the surgery.
- If you are uninsured and are receiving obstetrical care, we require an initial payment of \$1000 and then payments of \$125 at every visit until the balance is paid in full (this only includes routine prenatal care). Ultrasounds are an additional \$300 each.
- For OB Care, All problem focused visits and procedure appointments will be a separate charge. These include ultrasounds, Non-stress tests, labs, appointments for illness/pain etc.
- For all insurance bearing patients, we will be setting up a BUDGET payment plan for your pregnancy.

Claim Filing

Southern Indiana OB/GYN is happy to bill both primary and secondary insurances as a courtesy to our patients. In the event of an insurance disagreement, this balance will become your responsibility. In order to file claims we must have a copy of all insurance cards. We are unable to bill your insurance company without them. We expect final payment from your insurance company within sixty (60) days of filing the insurance. If your insurance company has not paid as expected, please contact the insurance company directly. The balance due will become your responsibility at that time. Please verify we are in network with your plan as you will be responsible for any out-of-network fees and/or penalties.

Bills from Hospitals and Labs

- Columbus Regional Hospital will send out a separate bill for the delivery of your baby, radiology services or for any surgical procedures. These bills are separately payable from the bill you receive from our office. You will need to contact the hospital directly with any billing questions.
- You may receive a lab bill from Columbus Regional Hospital, St. Vincent's Jennings Hospital, BioReference/Genpath Laboratory or your local hospital if you have labs sent to them. You will need to call the individual lab with billing questions.

Collection Policy

It is our preference to maintain all patient accounts in our office, unfortunately when account balances reach 90 days without payment, your account will be placed on hold and may be sent to our outside collection agency. Once placed on hold you are ineligible to receive medical treatment from our practice and will remain in this status until your account is paid in full. You will be responsible for all collection fees for any account turned over to a collection agency (35% of your balance sent to collections).

Contacting our Billing Office

You may call 376-3311, extension 204 to discuss your Southern Indiana OB/GYN bill. Our billing staff is available from 8:30 A.M. until 5:00 P.M. Monday – Thursday, 8:30 A.M.- 12:00 P.M. Fridays.

I have read and understand my financial responsibilities as listed and initialed above. I agree to comply with the financial policy of Southern Indiana OBGYN.

Signature: _____ Date: _____