



## **Billing Information**

### **Annual Examinations**

Please be advised, I, the undersigned am aware that I am here for an annual GYN examination. I understand that if my insurance carrier does not cover this service I am responsible for payment in full.

**An annual examination is considered a PREVENTATIVE service only. If you have any problems to discuss with the doctor at the time of your annual exam, an additional office visit will be billed to your insurance company. Your insurance company may apply a copay, deductible, or coinsurance to patient responsibility depending on your coverage. Depending on the nature of your problem, you may be asked to schedule a future appointment for additional testing.**

### **Pap Smear**

Van Dyke Gynecology can perform HPV testing on your pap-smear at your request. HPV testing is automatically performed on all pap-smears that have abnormal results. HPV testing may not be covered by your insurance carrier. It is your responsibility to notify the staff if you do NOT want this test performed. Any portion not paid by your insurance carrier is your responsibility and will not be re-filed or re-coded.

Changes to ACOG ruling stipulates pap smears are not required for anyone under the age of 21. Therefore, Insurance plans are not reimbursing for pap smears on anyone 21 and under. If you wish to have this service performed please notify physician. You will be responsible for the laboratory bill associated with this service. The laboratory will bill you directly.

### **Laboratory**

Blood work, pap smears, cultures and biopsies are processed by an outside laboratory. Our physician fees are separate from laboratory services. We do not handle billing for laboratory services. You will be billed directly by them. It is the patient's responsibility to ensure the correct laboratory is used for your insurance carrier.

**Results**

Normal test results are posted on our patient portal. Please ensure you are signed up to use this service.

**Other tests**

If your visit is for a gynecological problem, frequently our physicians will perform a vaginal culture which tests for various bacterial infections. Your insurance may or may not cover this test. You may be financially responsible for all or a portion of the bill.

**Insurance Billing**

Per our insurance contracts, we have one year to file a clean claim for services rendered. It is imperative that we have the most current and update insurance information on file to prevent any problems in the billing process.

Insurance companies have up to three years to audit claims for accuracy/benefit determination and may request us to refund their payment if they determine the claim was processed incorrectly.

In this event, due to timely filing requirements it does not allow us to re-file your claim to a different insurance carrier. Therefore you will be responsible for any monies owed.

By signing below you are agreeing to the policies as set forth above.

Signed \_\_\_\_\_

Date: \_\_\_\_\_

Print Name \_\_\_\_\_

Witness \_\_\_\_\_