

Center for Specialized Gynecology

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Financial Policies and Procedures

Thank you for choosing The Center for Specialized Gynecology, for your care. In the last few years we have noticed an increase in the number of patients with insurance coverage which includes a substantial deductible or large uncovered portion in their benefit plan. We hope the information below will provide a clear understanding of our policies and your options in these situations. In doing so, we can then focus on your clinical care. Our administrative staff is available for any other specific questions regarding insurance and financial matters.

Insurance Plan Participation

We participate in a variety of insurance plans and we consider new options regularly. Our staff will verify your insurance plan coverage, provided we participate with your plan. Please have your insurance card available so you can provide the most current information to our staff when making your appointment. This will ensure that your claims are submitted to the correct insurance plan.

Documentation of Insurance

On the date of your appointment, we will need your current insurance card for proof of coverage benefits. Please also bring a valid driver's license or other valid photo identification.

Processing Your Insurance Claims

We will submit your claims to the insurance plan you have provided at the time of your visit. If your insurance changes during the course of your care, it is your responsibility to provide us with the correct information. If we do not receive the correct information in a timely manner you may be responsible for the entire balance of your insurance claim. In processing your claims, the insurance company may need you to supply certain information before they will pay the claim. It is your responsibility to comply with their request.

Services Not Covered by Your Insurance Plan

Please understand your insurance coverage is a contract between you and the insurance company. Any disagreements or disputes regarding your specific benefits should be directed to the insurance plan or your employer's Human Resource Department.

Plan Co-payments, Deductibles and Health Savings Accounts

- Plan Co-payments – It is our policy to collect all plan co-payments at the time of your visit. Certain types of exams or testing may not require a copayment. We cannot always determine this for every insurance plan. If we collected a co-payment in error, the amount will be refunded to you after we have received notification from your insurance plan.
- Health Savings Accounts, Deductibles or Co-Insurance Patient Responsibility – You will receive a statement for any portion of our services that is your responsibility after the claim has been processed by your insurance company. We will make every effort to verify your benefits for certain procedures such as surgical procedures or special testing. We may provide you with the estimated amount and a written agreement.

Collection Policy for Non-Payment of Services

Failure to pay any outstanding balance may result in your account being forwarded to a collection agency.
