

**Dear New Patient:**

**Welcome to Associates In Women's Health Care!** Please complete the enclosed forms and bring them to your first appointment. **Please arrive for you first appointment 15 minutes early** so that your patient chart can be prepared with your completed enclosed paperwork packet. If you do not bring these completed forms with you at the time of your appointment, **your appointment will have to be rescheduled.**

In addition, please be aware that often parking is a challenge. Please be sure to **allow an extra 10 minutes just for parking your car. (15 minutes early for new patients + 10 minutes for parking = arrive 25 minutes early)**

**NO CHILDREN POLICY** - This office policy that is **STRICTLY ENFORCED** is as follows: **NO CHILDREN over 6 WEEKS of age may be brought to our facility at any time.** This policy is out of concern for the health and well-being of our expectant mothers so that they will not become exposed to **childhood diseases.**

When you come to your first appointment and all subsequent appointments at Associated In Women's Health Care, **please be sure to have your insurance card AND your co-payment with you.** If you do not have **both of these items**, your appointment WILL be rescheduled. Please also make sure that you fully understand the realm of your insurance coverage. When it is not clear to you if your visit is a covered benefit, contact the telephone number on your card and inquire. While we make every attempt to assist you in fulfilling the requirements of your specific insurance plan, **it is ultimately your responsibility to know what provisions, restrictions, and requirements that are included or excluded in your specific health insurance policy.**

**Payment is required at the time of service for all charges not covered by your insurance, including co-pays and deductibles. In order to make it as convenient as possible for you to meet these obligations we accept CASH, MasterCard or Visa. We do not accept personal checks.**

**NO SHOW/CANCELLATION POLICY** - There will be a \$35.00 charge for "No Show" Appointments or appointments that are not cancelled 24 hours prior to appointment time. We require that you notify the office 24 HOURS PRIOR TO THAT SCHEDULED APPOINTMENT in the event that you will be unable to keep an appointment or else a \$35.00 charge will be assessed to you, the patient.

**By your signature, you acknowledge that you have read this notice and agree to abide by these Associates In Women's Health Care Office Policies.**

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Patient Signature

Date