



OFFICE GUIDELINES

WELL WOMAN EXAM:

IF THERE IS ANYTHING DISCUSSED OR PERFORMED THAT IS OUTSIDE OF THE WELL WOMAN EXAM, IT WILL RESULT IN AN OFFICE VISIT CHARGE AS WELL AS ANY INSURANCE COPAYS, DEDUCTIBLE, AND/OR COINSURANCE AMOUNTS.

LAB WORK/CYTOLOGY/PATHOLOGY:

PATIENTS HAVE A RESPONSIBILITY TO KNOW THEIR INSURANCE COVERAGE REGARDING LAB WORK.

LAB WORK AT TWG PERTAINS TO: ANY SPECIMENS THAT ARE COLLECTED SUCH AS PAP SMEARS (HPV & NON-HPV ORDERS), TISSUE COLLECTIONS, CULTURES (VAGINAL, URINE, & STD), AND ORDERS FOR BLOOD WORK.

ALL PROVIDERS WILL FOLLOW ACOG GUIDELINES AND WILL DETERMINE THE TYPE OF TESTING THAT IS APPROPRIATE FOR YOUR VISIT/TREATMENT PLAN AT THE TIME OF SERVICE. ALL SPECIMENS ARE PROCESSED AT THPG NORTHPOINT LABORATORIES. IF YOUR INSURANCE COMPANY MANDATES EITHER QUEST DIAGNOSTICS OR LABCORP, NORTHPOINT LAB WILL TRANSFER YOUR SPECIMEN TO THE APPROPRIATE LAB FOR PROCESSING.

ALL SPECIMENS ARE SUBJECT TO YOUR INSURANCE PLAN GUIDELINES AND CAN/MAY RESULT IN A BILL FOR DEDUCTIBLE/COINSURANCE AMOUNTS. ALL SUBSEQUENT CHARGES WILL BE YOUR RESPONSIBILITY AND WILL NOT BE DISPUTED BY THE OFFICE OR ATTENDING PROVIDER.

SELF-PAY PATIENTS:

ANY MONIES PAID AT THE TIME OF YOUR VISIT WILL BE APPLIED TO YOUR OFFICE VISIT. IF YOU HAVE ANY TYPE OF TESTING AS LISTED ABOVE, YOU WILL RECEIVE A SEPARATE LAB BILL FOR PROCESSING OF THESE SPECIMENS. ALL SUBSEQUENT CHARGES WILL BE YOUR RESPONSIBILITY AND WILL NOT BE DISPUTED BY THE OFFICE OR ATTENDING PROVIDER.

FMLA & SHORT-TERM DISABILITY PAPERWORK:

IN ORDER TO HAVE YOUR FMLA/STD PAPERWORK COMPLETED IN A TIMELY MANNER, WE WILL NEED IT DROPPED OFF AT LEAST TWO WEEKS BEFORE IT IS DUE TO YOUR EMPLOYER. FOR EACH SET OF FMLA/STD PAPERWORK, THERE WILL BE A \$40.00 FEE THAT WILL BE DUE TO THE OFFICE PRIOR TO PAPERWORK COMPLETION, DELIVERY, AND/OR FAXING. THIS FORM IS A CONSENT AND ACKNOWLEDGMENT TO THE ABOVE OFFICE POLICIES.

SIGNATURE

DATE