

CHESAPEAKE WOMEN'S CARE, P.A.

Dedicated To Excellence In Women's Health Care
Practice Limited to OB/GYN

New Patients

Thank you for choosing our practice for your OB/GYN needs. Please arrange to arrive at our office fifteen minutes prior to your scheduled appointment time. Please have the *Patient Information Sheet* completed prior to your arrival and bring it and your current insurance card to the office. If you are a HMO patient, a proper referral MUST be secured from your primary care physician and brought to your appointment. We will see patients from all commercial insurance plans on a self referral basis as allowed by the insurance company,

Fees & Insurance

In an effort to keep our services affordable without reducing quality, we ask that you pay for office visits, insurance co-payments and deductibles at the time of your visit. For your convenience we accept cash, personal checks and *Visa or Mastercard*.

Insurance

We participate with many HMO's and insurance carriers. Please verify participation with our office staff. If we participate with your carrier, as a courtesy to you, we will file your insurance forms and bill your insurance carrier for all covered fees. Following receipt of payment, we will bill you for any remaining balance.

If we DO NOT participate with your insurance carrier, we expect payment for your visit.

Your Office Visit

Appointments are requested for all office visits. However, if you have an emergency situation, please let our office staff know, and we will arrange for you to be seen promptly.

We value your time greatly and make every effort to keep our schedule on time. Emergencies are common in OB/GYN and may occasionally delay your being seen. We appreciate your cooperation.

If you are unable to keep a scheduled appointment and need to cancel or reschedule, please notify us as soon as possible. There is a \$25.00 fee for any missed appointment without advance notification.

Please notify our staff of any changes of address, telephone number or insurance coverage at time of registration.

In Case Of Emergency

One of our physicians is available 24 hours a day to handle any urgent situation that may arise after normal hours, on weekends or holidays.. Call our office telephone (410) 571-9700 and instructions will be available on our answering machine to contact the physician on call.

Prescription Refills

We will telephone refills for long-term medications.

Please let our staff know several working days in advance of the expiration of the prescription so we have time to review your chart. When you call have the name and telephone number of your pharmacy and the required medication handy so that we can expedite your request.