



Ambulatory Care Women's Health Service Acknowledgement

Welcome to OBGYN Ambulatory Practice at Mount Sinai Hospital. We are pleased that you have chosen us to take care of your health, and we will work with you to ensure that you receive the best possible health care! Our goal is to provide excellent care.

What to Bring - To make your visit easier, remember to bring in the following items:

1. Health insurance card.
2. Picture identification, such as a driver's license.
3. Referral and/or authorization forms, if required by your insurance company.
4. Your current prescription list

Your Arrival - Please arrive **15 to 30 minutes** before your scheduled appointment to allow for registration. This will allow time to complete your paperwork and to verify insurance eligibility. If you arrive more than **20 minutes late** for your appointment, you will be asked to reschedule. Likewise, if you are a new patient and you arrive at the scheduled appointment time and not early to complete your forms as instructed, and it takes more than 20 minutes to complete the forms and the registration process, you may also be asked to reschedule. Please understand that our late policy is strictly enforced out of respect for all of our patients to provide the time and individualized attention each patient needs.

There will be no eating or drinking in any of our exam/ultrasound rooms.

Payment Methods – A co-payment is due at the time of service and will be collected upon checking in, depending on active insurance coverage. It is our policy to collect all amounts owed on the day of the visit. You may pay by:

- Cash
- Personal check
- Credit card - including MasterCard, VISA and American Express

After Your Visit (insured patients) - After each visit, we will file valid health insurance claims directly with your primary payer and, if appropriate, your secondary insurance payer. By signing the *Authorizations and Assignments* form you agree that your healthcare provider can be paid directly by your insurance. Any co-payments and/or outstanding balances not paid by your insurance payer will be billed to you directly. Your final bill will reflect the actual cost of care minus any insurance payment received and/or payment made at the time of your visit. All charges not covered by your insurance are your responsibility.

After Your Visit (self-pay patients) - After each visit, charges are determined based on standard medical coding and billing practices and are dependent on a variety of factors; which include the type and nature of the visit, and other services or procedures performed during the visit. Therefore, any quoted dollar amount may be reduced or increased depending on the services rendered. Also, patients who require lab work and any other auxiliary services may receive additional charges through a separate bill.

Please sign below, acknowledging that you have been made aware.

Sign _____ Date _____

Billing Customer Service - If you have questions about any bill you receive from a member of the Mount Sinai Health System, please contact the appropriate numbers listed below:

Mount Sinai Hospital	212-731-3100	Anatomic Pathology	212-731-7772 or 212-731-7771
Physician Billing	212-987-3100	McKesson	800-542-5760
Radiology	800-897-2189	Clinical Pathology	212-241-3337
Laboratory Billing	212-241-3337		

