

## **THINGS TO KNOW FOR YOUR APPOINTMENT AT WOMEN'S CARE, INC.**

\* We require a 4 hour notice for cancellations (less than 4 hours may result in a no-show)\*

- Your arrival time is 15 minutes prior to your appointment.
- Make sure you have your new patient forms completed and in our office one week prior to your appointment.
- You must have a copy of your current insurance card (without this, your appointment may be rescheduled)
- You must have your copay at the time of each visit.
- ALL patients and visitors MUST check in and out with our front desk.
- There is no food or drink in the exam rooms.
- There is no cell phone use in the exam rooms.
- No pictures or video taking at the office visit.
- We do not provide forms for FMLA or Disability Leave; if you have a form you need completed, you must provide our office with it (your portion must be completed prior). We do require a "Request for Leave Form" be completed and signed at the time you provide your employer's request.
- There will be a \$25 charge for each form.

### **Medicaid patient responsibilities:**

- If you are Medicaid eligible, you receive an Ohio Medicaid card at the beginning of every month. Bring this Medicaid card with you to each and every visit to our office and present it to the receptionist when you check-in. (without your current card, your appointment may be rescheduled).
- If you have insurance or think you may have insurance, you must inform us of this before or at your appointment.
- Insurance must be billed first before Medicaid can be billed.
- If you have insurance and do not notify us, this could be considered fraud and may result in changes of your Medicaid benefits.

*We appreciate your co-operation.*