

# Manatee Gynecology, LLC

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## Appointment Policies

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Patient Name (Last, First, M.I., Maiden)

Date of Birth

### Appointments

Late Cancellation / Late Reschedule / No Show Fees

Our office policy is to charge a \$25.00 fee to patients who fail to keep their appointment or cancel/reschedule with less than 48 business hours' notice. When patients do not give adequate notice of cancellation, we are not able to use that time for other patients who need to be seen. The fee will be billed to your account and must be paid before any appointments or surgeries will be scheduled. (We offer reminder calls as a courtesy to our patients. If you do not receive a reminder call that does not eliminate your responsibility to show or a scheduled appointment or constitute that the fee will be waived.)

### Preventive / Annual Physical Exams

According to the CPT (Code Book) a Preventive Physical Exam is defined as an "Age and gender appropriate history, examination, counseling/anticipatory guidance/risk factor reduction intervention, and the order of laboratory/diagnostic procedures."

If an abnormality is encountered or a problem/pre-existing problems is addressed in the process of performing this preventive medicine evaluation, and if the problem/abnormality is significant to require additional work to perform the key components of a problem-oriented services then the appropriate visit code shall be charged as well.

When you come to the office for your preventive/annual physical exam, if you are healthy and have no continuing medical conditions, then only a preventive code will be charged. If you are insistent on only preventive code being charged, then you will only have the preventive exam and will be asked to return to the office for a second visit to address the problems/conditions that you are having.

We are attempting to provide the most comprehensive care that is possible and must code the visits according to the appropriate level of care provided.

\*\*Please keep in mind, some insurance carriers will not allow any abnormalities or problems to be addressed at a preventive/annual physical exam. Also, if your medical condition requires immediate attention, we will have no choice but address that condition and reschedule your preventive/annual physical exam.

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Signature of Patient/Guardian

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Date