



Registration Form

Please provide us with your insurance card and valid ID

Patient Information			
Name (Last, First, Middle)		Previous Last Name	
Florida Address		City/State/Zip + 4	
Out-of-State Address		City/State/Zip + 4	
Date-of-Birth		Social Security Number	
Driver's License Number		Email Address	
Home Phone	Work Phone	Cell Phone	
Primary Insurance			
Primary Insurance		Relation to Subscriber (self, spouse, child)	
Subscriber's Name		Subscriber's Employer	
Subscriber's Date of Birth	Subscriber SS #	Subscriber's ID #	Group #
Secondary Insurance			
Secondary Insurance		Relation to Subscriber (self, spouse, child)	
Subscriber's Name		Subscriber's Employer	
Subscriber's Date of Birth	Subscriber SS #	Subscriber's ID #	Group #
Emergency Contact			
Name	Relationship	Phone	
Referral Information			
How did you hear about us? <input type="checkbox"/> Doctor Referral <input type="checkbox"/> Internet <input type="checkbox"/> Telephone Directory <input type="checkbox"/> Patient <input type="checkbox"/> Television <input type="checkbox"/> Other _____			
Lab Results			
My preferred Pharmacy to use is: _____ Location: _____ Phone: _____ My preferred Lab to use is: _____ Location: _____ Phone: _____ How would you like to be contacted regarding your lab results? <input type="checkbox"/> Home Phone <input type="checkbox"/> Cell Phone <input type="checkbox"/> E-mail Is it okay to leave a detailed message with test results? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Appointments Confirmations			
We send annual and scheduled appointment reminders via phone, text and/or email which you must opt in to receive. It is extremely important to confirm the appointment upon receipt of the phone, email or text to ensure that we know you are planning to attend your appointment. How would you like to be contacted about your appointment? <input type="checkbox"/> Text <input type="checkbox"/> Phone <input type="checkbox"/> E-mail			

HIPAA PRIVACY ACKNOWLEDGEMENT

I acknowledge that Naples Women's Center has given me an opportunity to review the "Notice of Privacy Practices" in compliance with current HIPAA regulations which are posted in the reception area. If I would like a copy of the HIPAA notice, I will ask for one.

Patient Name (Print)

Patient Signature

The following persons may be contacted in my place regarding appointments, billing, or medical care.

Personal Representative (Print)

Personal Representative Signature

Relationship

Date

ASSIGNMENT OF BENEFITS & RELEASE OF INFORMATION

I hereby request that payment of insurance benefits be made directly to Naples Women's Center on my behalf. I acknowledge and understand that I am financially responsible for all charges relating to the service(s) rendered to my dependent or myself. If, for any reason, my insurance carrier does not pay any portion of my bill, I agree to pay my portion promptly.

I also authorize Naples Women's Center to release any information acquired in the course of my examination or treatment to the insurance company or any other party involved in reimbursement for the claim.

Signature of Patient or Personal Representative

Date

FOR MEDICARE PATIENTS ONLY

LIFETIME ASSIGNMENT OF MEDICARE BENEFITS

I request that payment of authorized Medicare/Medigap benefits be made to me or on my behalf to Naples Women's Center for any services furnished to me. I authorize any holder of medical information about me to release to the Health Care Financing Administration (HCFA), its agents, and my Medigap insurer, any information needed to determine these benefits or the benefits payable for related services.

This assignment shall serve as a lifetime assignment, unless otherwise requested by me.

Signature of Patient or Personal Representative

Date



FINANCIAL AGREEMENT

Thank you for choosing Naples Women's Center. We believe that good medical care starts with good communication. We have created this policy to help our patients understand their responsibilities with respect to our fees.

Patient Information and Insurance

At each visit, you will be asked to verify your personal information, present a copy of your insurance card(s) and a picture ID, pay any outstanding balance and co-payment or charges due for that day's visit. For us to verify your insurance, we will ask you to update your insurance/demographic information annually, or more frequently if there has been a change in your coverage. Failure to notify us of a change in your coverage could lead to a denial of claims and patient responsibility of denied charges.

Co-Payments and Deductibles

Payment of co-pays are due at the time of service. We are required to collect co-pays per your contract with your insurance company. We accept cash, check and credit card.

Medical insurance may not cover the full cost of medical care. Certain costs, such as deductibles, co-payments and co-insurance, will be passed along to you by your insurance carrier and outlined in an Explanation of Benefits (EOB) that will be mailed by your carrier to you and this office. You are responsible for all amounts your carrier determines to be "Patient Responsibility".

Preventive vs. Medical Coverage

If you are here for a routine preventive exam/ annual well visit, this visit will be submitted as such to your insurance company. If during the course of your preventive visit the doctor addresses with you a problem (i.e., hypertension, pain, etc....) you may also receive a separate medical visit. Some insurance companies require separate copays, deductibles, or coinsurance for these different visits.

Surgical Services and Office Procedures

Surgery and obstetric deductibles may be pre-collected prior to procedure and delivery. The surgical fee includes the procedure performed by your physician and post-operative care for the procedure. Your financial portion is due in full before the surgery. The billing staff will contact you directly and speak with you regarding your scheduling and financial information.

Laboratory & Pathology Services

If your visit includes lab tests, biopsies, pap smears, cultures, etc. you will receive a separate bill from the lab.

Missed Appointments & Returned Check Fees

When an appointment is scheduled, that time is reserved for you and when it is missed or cancelled on short notice, that time cannot be used to see another patient. We require a 24-hour notification if you are unable to keep your appointment. There will be a twenty-five dollar (\$25) charge for any missed appointments. There is also a thirty-five-dollar (\$35) fee for any returned check.

Overpayments and/or Refunds

If your insurance company pays more than what was estimated, you will receive a refund check from our practice if your credit amount is over \$200. Please note that refunds will not be issued until after all your claims submitted for your services have been paid. Credit amounts under \$200 will remain on your account for future services at our practice unless requested by the patient. Medicare and Medicaid patient will receive any overpayment and/or refund regardless of the amount. Refunds can take up to 12 weeks to process.

FINANCIAL AGREEMENT

Collections

Payment is due upon receipt of a statement. Once a patient account is over 90 days old, with no payment activity or attempts to contact the Billing Department to make payment arrangements, the account will be turned over to a Collection Agency. If you are having a financial problem, the most important thing you can do is contact our Billing Department to make payment arrangements. We provide reasonable payment plans designed to collect balances within a year.

We will do our best to help you with your insurance questions. Our Billing Department is available from 8:30AM to 5:00PM Monday through Friday at (239) 513-1992. You can also visit our Web site at www.napleswomenscenter.com and select **Online Portal** to make a payment.

Signature of Patient or Personal Representative

Date