

OFFICE POLICIES

877-7241

APPOINTMENTS:

Appointments are made with the receptionist after each office visit. You are expected to keep your appointments. If you are unable to keep it for any reason, please call and reschedule. Your visits will be alternated between the doctor of your choice and the certified nurse-midwife.

TELEPHONE CALLS:

You may reach the office staff for all routine questions regarding pregnancy and complications or payments and insurance during normal working hours, 9:00 to 5:00, by calling the main office number – (850) 877-7241. Please call this number during our normal office hours if you need to change an appointment or cancel your appointment.

After office hours are for emergencies only, please! For emergencies, after hours or weekends, simply call the main office number and the answering service will put you in touch with the physician or nurse-midwife on call. Reserve questions that are not emergencies to your visits or call during office hours.

NOTIFYING THE

OFFICE OF CHANGES:

Please notify the office if you have changed your telephone number at work or at home, or if you have a change of address. Many times it is necessary for us to call you regarding a test result or important information; thus, it is imperative that this information be kept current by you.

If you have any changes with your insurance company, please notify us as soon as possible.

SCHEDULES:

Unless you are covered by HMO, your amount due will be calculated for you and a payment schedule arranged. All accounts are due in full by the beginning of your seventh month of pregnancy

INSURANCE:

If you have insurance that covers your maternity care, please sign an insurance form at the front desk or bring your company form in from your employer. We will file for you after the baby is born. Any over payment will be refunded to you after your insurance has paid.

If you have any questions regarding payment plans, appointment times or insurance please talk with our billing specialist. Any questions about medical test or procedure please ask your doctor, nurse-midwife, or nurse.