Dear:

Thank you for choosing Kingsdale Gynecologic Associates for your gynecologic and obstetric healthcare. We look forward to a long-term relationship with you and will strive to offer the highest level of women's healthcare services in Central Ohio.

This Letter is to confirm your appointment with: ___________________
On: _______________
At: ___________ AM/PM
At: ___________ Location

We require that you arrive 20 minutes prior to your scheduled appointment time stated above. This will provide our office the necessary time needed to complete any additional paperwork and ultimately serve you better. Failure to do so may result in your appointment being rescheduled. Should it be necessary to cancel your appointment, notification within 24 hours prior to cancellation would be greatly appreciated. (614)457-4827

Upon your first visit to our office, please be prepared to give us the following:
1. Completed patient information form. **Use black or blue ink only.** Please print clearly. **DO NOT MAIL IN FORMS.**
2. Current insurance card. If your insurance company has not issued your card we will need written verification, on insurance company letterhead, with effective date, claims to address, policy and group number.
3. Photo ID.
4. Co-payment is required to be paid at time of service. We accept Cash/Check, Master Card/Visa, American Express, Discover. If you are self pay, or if you have insurance we do not file to payment is required at Time of services.

Parent or legal guardian must accompany individuals under the age of 18 for every visit.

Again, many thanks for placing your healthcare in our hands and we will strive to our highest level to merit your trust.

Sincerely,

Kingsdale Gynecologic Associates

Christopher M. Copeland MD       Jason V. Melillo, MD
David C. Bell, MD                 Kimberly R. Shepherd, MD
Carol J. Greco, MD                Jason G. Sayat, MD
Sangeeta J. Crouser, MD           Brianne N. Plante, DO
Stephanie W. Costa, MD            Jessica Guinness, MD
NEW PATIENT INFORMATION – PLEASE PRINT
BLACK OR BLUE INK ONLY

CHRISTOPHER M. COPELAND, MD  DAVID C. BELL, MD  CAROL J. GRECO, MD  SANGEETA J. CROUSER, MD
STEPHANIE W. COSTA, MD  JASON V. MELILLO, MD  KIMBERLY R. SHEPHERD, MD  JASON G. SAYAT, MD
BRIANNE N. PLANTE, DO  JESSICA GUINNESS, MD

DATE_____________________________________________
NAME_________________________

ADDRESS_______________________________________________________

STREET  CITY  STATE  ZIP CODE

HOME PHONE  WORK PHONE  CELL PHONE

SSN  BIRTHDATE / AGE  E-MAIL ADDRESS

☐ HISPANIC or LATINO  ☐ NOT HISPANIC or LATINO

RACE  PREFERRED LANGUAGE  ETHNICITY  (CHECK ONE)

MARITAL STATUS (CIRCLE ONE)  S M D W  STUDENT STATUS (CIRCLE ONE)  FT  PT  NOT A STUDENT

PATIENT’S EMPLOYER_______________________________

OCCUPATION  FT/PT

PERSON FINANCIALLY RESPONSIBLE_______________________________

PRIMARY INSURANCE

NAME OF INSURANCE COMPANY

POLICY #  GROUP #

POLICY HOLDER’S BIRTHDATE  POLICY HOLDER’S SS#

POLICY HOLDER’S NAME  RELATIONSHIP

POLICY HOLDER’S ADDRESS (IF OTHER THAN SELF)

(_______)__________________________

POLICY HOLDER’S PHONE #

SECONDARY INSURANCE

NAME OF INSURANCE COMPANY

POLICY #  GROUP #

POLICY HOLDER’S BIRTHDATE  POLICY HOLDER’S SS#

POLICY HOLDER’S NAME  RELATIONSHIP

CITY  STATE  ZIP

POLICY HOLDER’S PHONE #

SPOUSE OR EMERGENCY CONTACT

LAST  FIRST  RELATIONSHIP TO PATIENT  CONTACT #

I have read and understand the above information and I agree to be personally and fully responsible as indicated if my insurance carrier or payer denies payment. I authorize MaternOhio Clinical Associates (MOCA) to release to my insurance company(s) any information relative to my treatment. I authorize MOCA and/or any entity authorized by my healthcare provider to contact me by using any telephone number, email address and/or mailing address provided, unless otherwise indicated.
Financial Policy

Thank you for choosing Kingsdale Gynecologic Associates (KGA) for your obstetric and gynecologic care. Our practice is committed to providing the best possible service to our patients.

KGA has provided a summary of financial guidelines for your reference. Please take the time to understand this document and to inquire our Patient Services Representative if you have any questions.

It is your responsibility, as a patient, to understand your health insurance and its limits. Read your policy and understand the benefits regarding your physician and selected hospital. It is a requirement of your insurance carrier that you present your insurance card at every visit. If you have any questions about your policy, please contact your agent or employer.

Our office will file your charges to your insurance carrier. It is your responsibility to pay for co-pays, deductibles or any balances not paid by insurance. Please be prepared to reconcile these balances at the time of your visit. Your bill from Kingsdale Gynecologic Associates does not include hospital, laboratory, pathology, radiology fees, etc. These items will be billed separately by each entity. KGA accepts cash, checks, money orders, MasterCard, Visa, Discover, and American Express.

Please do not hesitate to ask about the costs of our services. If you have any questions about your bill, or if you have any personal financial concerns, please let us know. We are eager to assist you and often a simple discussion will help avoid any problems in the future.

If you are a self-paying patient, KGA will expect payment at the time of your visit.

Maternity patients who are self-pay are required to establish a payment plan prior to being seen and make an initial payment at their first obstetrical visit. The remaining delivery charges are to be paid, in full, by the 24th week of pregnancy. If you do carry insurance, you are required to pay your co-insurance or deductible, if applicable, also prior to your 24th week of pregnancy. All laboratory work, ultrasounds and non-stress tests are not included in the delivery charge and must be paid at the time of service.

If you have any further questions regarding your account, call 457-5730 or 457-4827 ext 256 if you need to set up a payment plan. Thank you again for choosing Kingsdale Gynecologic Associates.