

**PRIVACY NOTICE ACKNOWLEDGMENT**

I acknowledge that I have had the opportunity to review a copy of **First Coast Urogynecology & Center for Pelvic Floor Health, LLC's Privacy Notice** dated **September 22, 2014** ("Notice"). I understand that I am responsible to read this Notice and notify First Coast Urogynecology & Center for Pelvic Floor Health, LLC ("FCU"), in writing, of any request for restrictions in the use or disclosure of my individually identifiable health information. I understand the notice included electronic access to my medication history. FCU has the right to revise this Notice at anytime and will post a copy of the current Notice in the office in a visible location at all times and on their website at [www.nfobgyn.com](http://www.nfobgyn.com). FCU will provide me with a copy of its most recent Notice upon my request.

Patient Signature: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Parent, Guardian or Legal Representative Signature: \_\_\_\_\_

**FINANCIAL RESPONSIBILITY**

I understand that in consideration of the services provided to the patient, I am directly and primarily responsible to pay the amount of all charges incurred for services and procedures rendered at First Coast Urogynecology & Center for Pelvic Floor Health, LLC. I am responsible for any applicable deductible, co-insurance or co-payments prior to the provision of services. For surgery and pregnancy, FCU will provide me with an estimate of my total financial responsibility and the date by which this amount must be paid in full. I understand that due to the individual needs of each treatment, procedure or pregnancy, this fee is only an estimate. In the event my care exceeds the amount of the estimate, I will be financially responsible for the balance. Any patient credits will be applied to my other outstanding patient balances prior to any refund issued. I further understand that such payment is not contingent on any insurance, settlement or judgment payment

First Coast Urogynecology & Center for Pelvic Floor Health, LLC is a wholly owned subsidiary of North Florida Obstetrical & Gynecological Associates, P.A. ("PA") who may file a claim for payment and accept assignment with my insurance company as required by contractual agreement. If the insurance company fails to pay in a timely manner for any reason, then I understand that I will be responsible for prompt payment of all amounts owed. Should the account be referred to a collection agency or attorney for collection, the undersigned shall pay all fees for collection, including a reasonable attorney's fee.

**RESPONSIBILITY TO PROVIDE PROOF OF INSURANCE AND OBTAIN REFERRAL**

I understand that it is **my responsibility** to provide FCU with a copy of my **current insurance** card and, if required by my insurance, **to obtain a referral** from my Primary Care Physician. FCU is not obligated to see patients without a valid referral. If I do not have insurance, I will be considered a Private Pay (or Self Pay) patient and I am financially responsible for the total amount of the services provided. **I will notify FCU immediately upon any change to my insurance.**

**INSURANCE WAIVER , NON-COVERED SERVICES WAIVER and OUTSIDE LAB SERVICES**

I understand that if I do not have a copy of a current insurance card and/or valid referral, FCU is not obligated to see me. But if I still wish to be seen, I can be seen as a "Private Pay" patient. I agree that neither the PA, nor I, will file a claim for the visit. I will be required to pay the total cost of the visit in advance. In addition, there may be a service I desire, suggested or provided that is not covered under my insurance plan "Non-Covered Services"; I understand I must pay for Non-Covered Services. If feasible, a waiver will be completed for each Private Pay visit or Non-Covered Service. I understand services sent to an outside lab are billed to my insurance or me by the lab and I will receive a separate invoice from the lab.

**ANNUAL EXAMS (Including Medicare Annual Visits)**

Annual “well-women” exams are preventive visits and are not paid for by all insurance carriers. Medicare only pays for a portion of this exam (Pap, Pelvic and Breast Exam) once every two (2) years. I understand I am responsible for payment, if the exam or portion of the exam is not covered by my insurance.  
Annual exams do not typically include problems I may be having – as problem visits may require longer time. If I am experiencing problems, the office may be required to reschedule another visit to address these concerns.

**CONSENT TO TREAT**

I hereby consent and authorize the performance of all appropriate procedures and courses of treatment, the administration of all anesthetics, and any and all medications which in the judgment of my provider may be considered necessary or advisable for my diagnosis and/or treatment. First Coast Urogynecology & Center for Pelvic Floor Health, LLC and other PA subsidiaries may share one electronic medical record (“EMR”). To facilitate the provision of my medical care, I consent for FCU, LLC to access my medical records maintained by any other PA subsidiary.

**ADDITIONAL INFORMATION**

Payment may be made to the PA in the form of: Cash, Check, Debit and Credit Cards. In the event I receive payment from my insurance carrier, I agree to endorse any payment due for services rendered to me by First Coast Urogynecology & Center for Pelvic Floor Health, LLC. Patient credits are applied to other outstanding patient balances prior to any refunds that may be issued, including balances owed to other wholly owned subsidiaries of the PA.  
I understand additional charges are applied to my account for any returned checks used to pay on my account, for certified letters sent to me for collection on my account and collection agency fees. I may also be charged if I do not cancel my scheduled appointment, for not paying my co-pay and/or co-insurance or patient responsibility including deductible at the time of service, for telephone management services, for educational materials, for payment agreements which extend beyond 12 months, and for other administrative expenses not covered by my insurance plan.

**ASSIGNMENT OF BENEFITS**

For the services rendered by FCU, I authorize the release of any medical or other information necessary to process claims to my insurance carrier. This may include the diagnosis and records in the course of my examination or treatment. I also request payment of government benefits either to myself or to the party who accepts assignment (North Florida Obstetrical & Gynecological Associates, P.A.). I agree to hold First Coast Urogynecology & Center for Pelvic Floor Health, LLC harmless from any and all costs, liability and damages of and nature whatsoever including reasonable attorney’s fees, resulting directly from the release of my medical records pursuant to this consent.

**SIGNATURE**

**BY SIGNING THIS AGREEMENT, I ACKNOWLEDGE THAT I HAVE CAREFULLY READ, UNDERSTAND AND AGREE TO THE ABOVE TERMS AND CONDITIONS.**

Patient’s Printed name \_\_\_\_\_ Patient’s Date of Birth: \_\_\_\_\_  
Patient’s Signature: \_\_\_\_\_ Date signed: \_\_\_\_\_  
Parent, Guardian or Legal Representative Signature: \_\_\_\_\_  
Employee’s signature who reviewed intake of form: \_\_\_\_\_