

Oakwood University Church Health Service

Thanks for reading ■ this carefully so you'll be familiar with OUCHS's office policies.

- Patients are seen by appointment only in our clinic or at patient's location.
- Appointments are arranged by phone or online.
- The office is closed all day Friday.
- Patients are responsible for calling their insurance company to be sure OUCHS and Joyce Anderson are network providers.
- Co-payment, self-pay, and deductibles will be collected at the time of check-in.
- There will be a fee of \$10.00 for each medication refill requested between appointments and the paper prescriptions must be picked up at the office.
- Allow 24 hours when requesting prescription refills outside of an appointment.
- To avoid a fee for a missed, cancelled or rescheduled appointment, the office must be given at least 24 hour notice. *When calling after hours or on a holiday, a voice message can be left in the office mailbox.*

FEES NOT COVERED BY INSURANCE

Missed, cancelled or rescheduled appointments without 24 hour notice:

./ Regular medical appointment or imaging	\$30.00
./ Appointment for annual physical, stress test, or PAP	\$50.00

Fees for Processing Forms

./ Prior authorization when required by insurance	\$25.00
./ FMLA, Short-term disability forms (allow 7-10 days to complete)	\$50.00
./ Handicap Parking Form	\$10.00
./ Diabetic supply authorization	\$10.00
./ Provider's Statement, Letter, etc	Varies

Printed Name of Patient

Date

Signature of Patient

Signature of Responsible Party
