

OBGYN Specialists of Texas
3900 W 15th St, Suite 106
Plano, TX 75075
Tel: (972) 867-7500
www.yourOBGYNspecialist.com

OFFICE POLICIES AND DISCLOSURES

1. **Insurance:** Our office will contact your insurance company to verify coverage and benefits for ObGyn services. Please call your insurance company directly for any questions. We only obtain information on coverage and do not have all details pertaining to individual contracts.
2. **Copays and Deductibles:** Copays and deductibles are collected at the time of the office visit upon verification of insurance benefits.
3. **Prescriptions:** All new prescriptions require an office visit and consultation with the doctor
4. **Payments:** Forms of payment accepted are cash, credit card and check. If there is a balance on the account, a statement will be sent to you for payment. We ask that all balance payments be remitted promptly. Charge for all returned checks is \$25.
5. **Cancellations:** We ask that any cancellations or appointment rescheduling be done at least 24 hours prior to the appointed date and time. There will be a \$25 charge for more than two no shows for appointments.
6. **Medical Records:** The office charge for medical records is \$25. Medical records will not be mailed or faxed. They will be issued within 48 to 72 hours upon written request and cannot be given immediately.
7. **Cell Phones:** Please turn off all cell phones and pagers for the duration of your visit in the office.
8. **Web Portal Policy:** To better serve our patients, our practice has adopted a web portal for communication. You may view your latest lab test results through this medium. Please be aware that the office is not responsible for information loss, delay or breach in confidentiality of your medical records. By signing below, you acknowledge that you have read and agree with this web portal policy.
9. **Labs:** When obtaining blood tests at the lab, please notify the office for adequate follow up.
10. **Physician Ownership Disclosure:** Dr. Gudipaty currently provides services at The Medical City of Plano and Baylor Scott and White, Frisco. In connection with Baylor Scott and White Hospital, Frisco, this is to inform you that Dr. Gudipaty has an investment interest in this hospital. The address of this hospital is 5601 Warren Pkwy, Frisco, TX 75034. This information is being provided to you to make an informed decision about your health care. You have the right to choose your treatment, health care provider as well as the hospital you go to. You will not be treated differently if you choose another hospital, either by Dr. Madhuri Gudipaty or by Baylor Scott and White, Frisco. By signing below, you acknowledge that should you be referred to Baylor Scott and White Hospital, your signature below evidences your informed decision to decline your health care

provided at another health care facility. You also acknowledge that you have signed the disclosure prior to referral to Baylor Scott and White Hospital.

11. **After-Hour Calls:** Dr. Gudipaty shall make all efforts to return calls placed to the office number either during or after office hours. However, whether emergency or not, you are advised to also call or proceed directly to the Emergency Room (ER) for evaluation and treatment. Dr. Gudipaty and Ob Gyn Specialist of Texas are not liable and responsible for any health risks either currently or in future arising due to patient not presenting themselves physically at the ER for any issues, doubts, clarifications whether they are health related or not.

Patient Name: _____

Date: _____

Signature: _____