

**Dr. Kathleen Ennabi, MD.**  
Affiliated With  
**Children's & Women's Physicians of Westchester, LLP**

**PATIENT FINANCIAL POLICY**

Thank you for choosing Children's & Women's Physicians of Westchester, LLP as your (your child's) health care provider. Please be assured that your child's health care is of the utmost importance to us.

Thank you for taking the time to review our policies. Your clear understanding of our Financial Policy is important to our professional relationship with you. Please feel free to ask any questions or share any special concerns that you may have.

**Co-Payments**

We are required to collect your co-payment at the time of visit. There will be a \$25 surcharge applied to your balance if your co-pay is not paid at time of visit. CWPW accepts cash, check or credit cards.

Some insurance plans charge multiple co-pays for services provided on the same day. If you have any of those services you may be billed for additional co-payments after the visit.

**No Show/Late Cancel Policy**

A \$50 surcharge will be applied to your balance if you (your dependent) do not arrive for an appointment and do not cancel prior to the late cancel period. Please consult with your physician's office for specific information about the late cancel period.

**Insurance**

We will require a copy of your (or your dependent's) insurance card for our files. Please also inform us of any change in your insurance coverage.

**Participating Plans**

CWPW participates in most insurance plans. In order to properly bill your insurance company we require all insurance information including primary and secondary insurance, as well as any change of insurance information. Failure to provide complete insurance information may result in patient responsibility for the entire bill. It is the insurance company that makes the final determination of your eligibility and benefits. You are responsible for any co-insurance, deductibles or non-covered services not paid by your insurance.

**Non-Participating Plans**

If we are out of network for your insurance and your insurance pays you directly, payment is due at time of visit unless other arrangements have been made prior to the visit.

**Referrals**

If your insurance company requires a referral, it is your responsibility to obtain it prior to the visit and have it at the time of the visit. If you do not have the referral you will be required to sign a financial waiver making you responsible for your bill if the referral is not obtained in time to have the visit covered by the insurance company.

**Self-Pay**

Payment is expected at the time of visit unless other arrangements have been made with the office manager prior to the visit.

**PATIENT FINANCIAL RESPONSIBILITY**

I acknowledge full responsibility for services rendered by Children's & Women's Physicians of Westchester, LLP. I understand that I am responsible for prompt payment of any portion of the charges not covered by insurance. I understand that co-pays are due at time of check-in; otherwise a \$25 surcharge will be added to my bill in addition to the applicable co-pay charge.

I authorize CWPW to release information to Medicare/other insurance carriers responsible for my or my dependent's care. I request that payment of authorized Medicare/other insurance company benefits be made either to me or on my behalf to CWPW for any services rendered.

\_\_\_\_\_  
Name of Patient

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Signature of Parent or Authorized Person

\_\_\_\_\_  
Print name of Parent or Authorized Person

\_\_\_\_\_  
Date

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