



## BENSON OB/GYN CENTER OFFICE POLICIES

- As of March 01, 2001, we request that children, except for newborns, no longer accompany you to your appointment with Dr. Benson. We will ask you to reschedule your appointment if you bring your child/children with you. Children may attend ultrasounds with prior notification to the office.
- Effective August 01, 2000, our office will implement a \$10.00 surcharge for any prescription called out for you. For prescriptions written while you are in the office for an appointment, there is no charge. We will not bill your insurance for this charge but will gladly provide you a receipt so you may file it yourself.
- If your insurance requires special billing or handling instructions, it is your responsibility to provide us with that information. If you are required to use a particular lab or if our office is not allowed to bill for your labs, you must notify us at the time the labs are drawn. This will insure you will not be billed for what your insurance will not cover due to wrong billing practices.
- There is a fee, payable in advance, if you request a copy of your medical records, a letter from Dr. Benson, or if you ask him to complete forms for you. There may also be a fee for services rendered over the phone, including, but not limited to, doctor's advice or having prescriptions called in. These fees attempt to cover the expense and liability of these services.

MY SIGNATURE, BELOW, INDICATES THAT I HAVE READ, UNDERSTAND AND  
AGREE TO THE POLICIES OF THIS OFFICE.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name