

Associated Urologists, P.A.

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To New patient or Current patient:

Our Physicians and staff would like to welcome you to our practice. We appreciate your decision to select our practice to serve you with your health care needs. Our board certified clinicians are determined to provide services at multiple locations to best serve your needs. Our main office is in Manhattan, with outpatient clinics in Abilene, Clay Center, Council Grove, Herington, Junction City, Marysville, Meade, Onaga, St. Mary's, Wamego, and Washington.

Appointment date _____ **Time** _____ **Location** _____

We are including paperwork that is essential to be completed and taken to your next appointment.

Our billing staff is here to assist you with your account and help with any issues you may encounter. We will make every effort to keep down the cost of your medical care. Our office and surgical fees are determined by the complexity of the procedure, time involved and the fee that is customary for our area.

- All patients need to bring in a photo ID and your most current up to date Insurance Cards, current medication list, (Drug name, dosage, and frequency).
- All Self-pay patients and patients who are present without proof of insurance are required to pay \$50.00 in cash, money order, check, or credit card at the time of service. Failure to bring your expected payment will result in a reschedule of appointment. This will be applied to any other fees incurred during your care.
- Your insurance requires that we collect your designated co-pay at the time of service. Please be prepared to pay the co-pay at EACH visit. There will be an additional service charge of \$10.00 on all co-pays not paid at the time of service.
- If Tricare/Triwest or Veterans Administration (VA) is your Primary Insurance. It is your responsibility to make sure you have a valid referral, otherwise your insurance will deny your visit and the payment will be your responsibility
- All minors must have parent or legal guardian present at time of service
- If patient has a DPOA then they have to be present at the time of the service

If you have been referred to us please make sure that your doctor referring you has forwarded your records to us. Remember to bring any medical records to include x-rays, and lab work. If you, need to have a radiological study or lab work ordered. It is your responsibility to make sure you contact your insurance to make sure that the study is performed by an in network provider. If the procedure is performed by a provider that is out of Network, you will be responsible for out of pocket costs.

- You will need to be prepared to provide a urine specimen at the time of your appointment.

If you have any questions or concerns, please don't hesitate to get in touch with the clinic. Thank you!