

Pasadena Women's Medical Group, Inc.

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Welcome to our office!

We are looking forward to meeting you and getting acquainted. To help you feel more comfortable with our specialty and office procedures, we have included an appointment card, brochure and the following:

- Registration and financial responsibility forms (please sign both).
- Health questionnaire (this is very important).

PLEASE BRING THE FOLLOWING WITH YOU.

- **Forms:** Completed and signed
- **Insurance information:** Including insurance mailing address and phone number
- **Insurance cards:** At the time of your visit, we will call your insurance for benefits and eligibility
- **Referral or authorization or claim forms:** If your insurance requires that you bring one
- **ALL CO-PAYMENTS AND DEDUCTIBLES ARE DUE AT THE TIME OF SERVICE.**
- **IF YOU DO NOT SUPPLY YOUR INSURANCE INFORMATION, WE WILL REQUIRE PAYMENT AT THE TIME OF SERVICE**

OTHER IMPORTANT INFORMATION

We send all laboratory tests to an outside laboratory and they will charge your insurance for any lab work ordered by your physician. We will forward all billing information that you have supplied us to their billing department.

In order to serve you efficiently, we ask that you arrive on time for your appointment. If you are unable to keep your appointment, please notify us at least 24 hours in advance.

Thank you for your cooperation.

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