

**Partners in Obstetrics & Gynecology**  
**a division of Southern New England Healthcare for Women, LLC**

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The Doctor's and staff of Partners in Obstetrics & Gynecology would like to welcome you to our practice. We look forward to providing you quality care and will do our best to make your visit positive and successful. Enclosed you will find new patient forms for your upcoming appointment, and other reading material. Please take a moment to complete all forms and bring them with you to your visit. Our office hours are Monday thru Friday from 9 to 5. We are closed on Holidays. Appointments are scheduled on physician's availability.

**Our office has State of the Art On-site testing**

- Doctors on call 24/7
- Lab Work
- Non-Stress Testing
- Fetal Surveillance
- Ultra Sound
- Complete Pre & Post-Natal Screening
- Compassionate Postpartum Treatment
- Normal & High Risk Pregnancies
- The latest in Surgical, Laser & Laparoscopic Procedures
- Non-Surgical Treatment of Gynecological Disorders
- Family Planning

**Release of Medical Records** - For your protection, we allow for the release of medical records only with your written consent. However, there is a fee associated with the release of medical records. Simply contact our office and we will be happy to provide you with the medical record request form that outlines the fees, and necessary information needed to initiate your request.

**Medical Reports** - Most medical reports regarding your appointment are usually completed within 14 days of your visit; a copy will be forwarded to your primary care physician at your request. Pap smear results usually take 4-6 weeks.

**Prescription Refills** – The request for prescription refills should be called in during normal business hours, Monday thru Friday from 9am and 3pm. Refills will not be filled during non-business hours.

**Fees:** Returned Check (NSF) \$50.00, Completion of forms \$5.00, Record Copies \$15.00 and up

**Missed Appointments** - You share in the responsibility of your medical care and are obligated to keep your scheduled appointments. If you are unable to keep your appointment, we require 24 hours notice. If you miss your scheduled appointment, you will be charged \$50.00. Patients who are more than 15 minutes late may have to reschedule.

**Insurance Cards** - Please be sure to bring your insurance card(s) and a Picture ID with you to your appointment. If your insurance requires a referral, please be sure to bring it with you or have them fax it to us. If you have had blood work, mammograms, or any other testing done, please have your doctor forward copies to us prior to your appointment or bring them with you.

**Financial Responsibility** - You are responsible for all financial aspects of your medical care. Co-pays are required at time of visit. A service charge of \$5.00 will be applied if payment is not made. We accept all major credit cards.

**Emergencies** - If you have an emergency during office hours, please call us. If you have an emergency after hours, our answering service will contact the physician on call. If necessary, call 911 or go to the nearest emergency room.