

About Care GYN Associates, PLLC

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Information about our Administrative Fees

Dear Patient:

Our office visit charges are based on the time our staff and Dr. DeCosimo spend with you during your visit, the complexity of your medical condition, and any treatment provided. Proper attention to your care also requires that the doctor or members of her staff spend additional time beyond that which we spend with you in the office. For additional time, that is deemed to be above the usual and customary, we will bill administrative fees. Such time may be used to, but is not limited to:

- Review, interpretation, and documentation of lab test results and communication of those results to you.
- Review of current imaging studies, comparing them with reports of previous results if applicable and when the studies are abnormal, consultation with the radiologist.
- Preparation and mailing of consultation reports and letters
- Consultation about your care with referring or consulting physicians and other health care providers.
- Preparation of referral letters to additional specialists or primary care providers
- Providing patient education materials.
- Conducting medical research relevant to your case.
- Communicating with pharmacies about your prescriptions.
- Completion of insurance applications and claim forms.
- Conducting utilization review negotiations with hospitals and insurance
- Review and management of hospital records.
- Drafting letters of necessity to obtain medical services, supplies or prescriptions that you may need.
- Arranging for hospital admission and surgery.
- Drafting reports, forms and other service orders

All these activities add to our cost of doing business. We are committed to providing you the best possible care at the lowest cost. We hope this explanation of our administrative fees has been helpful. With you, our patient, we look forward to a lasting and healthy relationship.

Sincerely,

Lillian M. DeCosimo, M.D. & Staff at About Care GYN Associates, PLLC