

**Spartanburg**

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**Pelham**

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***We would like to welcome you and introduce you to our practice***

Your appointment is with Dr. \_\_\_\_\_ on \_\_\_\_\_

At \_\_\_\_\_ at our \_\_\_\_\_ office

Our Spartanburg office is located at 250 North Grove Medical Park Drive on the North Grove Medical Park Campus in Spartanburg

Our Pelham office is located at the Village of Pelham, Suite 2250, in Greer.

**Financial Policy**

Please be sure to check with your insurance representative regarding our practice participation, co pay, deductibles and coinsurance. All patients are responsible for bringing their insurance information in order for us to file with your insurance company. If you have any questions, please call our office.

If we do not participate with your insurance company, you will be expected to pay in full at the time of your visit. If you have not met your deductible, you will also be asked to pay for your visit. This visit will be approximately \$150 - \$250. Co pays and deductibles are collected at Check-in. In order to file your insurance, you will need to bring **ALL** current insurance cards and /or information with you. This applies whether you are a new obstetrical or gynecological patient.

**Cancellation Policy**

As you know, it may take many weeks for a new patient appointment; therefore, if you have the need to cancel, please call our office at least 24 hours in advance.

We look forward to caring for you!