



UT Medical Group, Inc.
Center for High Risk Pregnancies
OB-GYN - Maternal-Fetal Medicine
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Guidelines for Practice

Please read the following information regarding the guidelines for our practice. The first five items are related to policies set by your insurance company. In order to meet these insurance guidelines, we ask that you assist us by being informed of the specifics of your insurance policy. If you have any questions regarding this information, please ask our office staff. If you understand this information, please sign below and return to the front desk staff.

1. If your insurance company requires that you have a referral from your Primary Care Physician (PCP), please make sure that the referral is provided to our office at the time of service or that arrangements are made prior to the appointment.
2. If you are an obstetrics (OB) patient, it is your responsibility to obtain your referral from your PCP during the first trimester of your pregnancy.
3. If you choose to see a physician who is considered "out of network," your benefits may be reduced and you may be responsible for a greater portion of your bill.
4. You, the patient, are responsible for lab work that is included in a yearly well-adult physical. The physician will order lab that he/she feels is clinically appropriate. Some insurance companies may or may not cover the labs or procedures requested by your physician. You should be aware of the coverage limitations set by your insurance carrier for annual exams, as well as other appointments.
5. You, the patient, are responsible for knowing which lab your insurance carrier requires your test to be sent. Insurance carriers often change lab providers and we need you to confirm any information we have received from your insurance plan.
6. We are happy to refer you to a subspecialist when your physician determines it is clinically appropriate. You are responsible for verifying if the subspecialist you are being referred to is a participant "in network" according to your insurance carrier. Your referral should be obtained prior to your visit to the subspecialist.
7. We require seven (7) days to process referrals as this is often a lengthy process with insurance carriers.
8. You are responsible for knowing which hospital you can be referred to for procedures, tests, and/or admissions.
9. Routine medication refills will be called in during office hours. We will not refill prescriptions after business hours or on weekends.
10. Narcotic prescriptions will not be called in after business hours or on weekends.
11. If you have a question for the nurse or physician, we will return your call as soon as possible giving priority to emergencies and scheduled patients in the office. Please let us know at the time of your call if you will be unavailable at a certain time and when we might call back.
12. Physician excuses for missed days of employment/school are written only for the day your are seen in the physician's office and additional days as needed for your recovery. We are unable to write excuses for illnesses not evaluated by our office.
13. We ask that you arrive 15 minutes before your appointment time in order to complete and/or review required paperwork. If you are more than 20 minutes late, you may be required to reschedule your appointment for another day.
14. Lab and/or test results are rarely available on the day of the office visit. Please allow us one week to contact you before calling the office.
15. The physician on call can be paged for emergency situations by calling the office. If the situation is not an emergency, please call during business hours.
16. If you are calling after hours for an urgent problem, please have your pharmacy phone number available. Remember to make sure the pharmacy is open to receive prescriptions at the time of your call.

Patient Signature _____ Date: _____