



Grattan Woodson, M.D., FACP
Optimal Health and Wellness
1418 Dresden Drive, Suite 225 Atlanta, Georgia 30319
(404) 574-2373 Office (404) 298-5577 Fax

Patient Registration

Name _____ Nick Name _____

Address _____ Apt. # _____

City _____ State _____ Zip _____

Home Phone # _____ Cell Phone # _____

Email Address _____ Contact Via: Phone Email

Date of Birth _____ Social Security Number _____ Sex: M F

Occupation _____ Employer's Name: _____

Marital Status: Single Married Divorced Widowed Other _____

Spouse's Name _____ Preferred Phone _____

Spouse's Employer _____

Emergency Contact _____ Phone _____ Relationship _____

Who referred you to us or how did you find out about us? _____

Pharmacy Name: _____ Phone Number _____ Address _____

Insurance Information

Do you have health insurance? Yes No

Name of Primary Insurance Company _____

Insured Name _____ Insured Social Security Number _____

Insured's Date of Birth _____ Group # _____ ID# _____

Name of Secondary Insurance Company _____

Insured's Date of Birth _____ Insured's Social Security Number _____



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General Policies

- Please be prepared to pay your copay at the time of your appointment.
- We file insurance claims electronically every day after your visit here.
- It often takes 4 to 6 weeks for your insurance company to pay us. After we receive their payment a statement is sent to you that includes your balance, which is due in full upon receipt.
- If Dr. Woodson is not a provider in your network, you will be expected to pay your bill in full at the time of service. As a service to you, we will file a claim on your behalf with your primary insurance carrier.

Missed Appointments

- Patients who fail to show-up for a scheduled appointment without providing us with at least 24 hours notice will be charged a \$30 fee.

Overdue Accounts

- If you think there is a problem with your bill, please call us right away and we promise to do everything we can to help out.
- Patients with unpaid balances over 90 days past due are subject to being referred to an outside collection agency.
- Those referred to collection will be given a chance to bring their account current before being reported to the credit bureau.
- All patients referred to the collection agency will be dismissed from this medical practice permanently.

Billing for Non-Covered and Special Services

Expect to be billed for some services that will not be reimbursed by your insurance company under certain circumstances. Specifically these include occasions when:

- The insurance provider determines the service is not medically necessary
- For some reason the carrier considers the service to be non-covered
- The service has been performed more often than allowed by the plan
- When special services are requested or required for your care that are not considered part of usually reimbursed care (insurance pre-authorizations for procedures or drugs, disability form completion, certification for durable medical equipment or home health services etc)
- Telephone consultations for medical issues not related to a recent office visit.

By signing below, I agree to be responsible for my portion of the fees provided by Dr. Woodson and his staff as detailed above and will make prompt payment in full when notified by mail or verbally of the balance due on my account.

Signature of Patient
Effective date: 29May2012

Date