

J. Michael Fite, M.D., F.A.C.O.G.

Gynecology \* Bioidentical Hormone Therapy

1125 South Henderson St  
Fort Worth TX 76104

Phone: 817-870-1056  
Fax: 817-870-1060

INFORMATION FOR MY PATIENTS

**OBSTETRICS & GYNECOLOGY:** My practice is limited to the care of women, including pregnancy, female disease, menopause, hormone replacement therapy, and infertility (the evaluation of the ability to conceive a pregnancy). I am a Diplomat of the American Board of Obstetrics & Gynecology, and a Fellow of the American College of Obstetricians and Gynecologists (F.A.C.O.G.).

**OFFICE HOURS:** By appointment only. Monday- Friday 8:30a.m. - 4:30p.m.

**NON-EMERGENCIES:** Call the office, preferably in the morning hours, Monday-Friday, and leave your name, phone number, and a brief description of your problem with my receptionist. The nurse will return your call and discuss your problem with the aid of your chart. I will then determine the proper course of the action, and the nurse will relay this to you, while I see regularly scheduled patients.

**EMERGENCIES:** Call the office number, 817-850-1056, day and night. Before or after hours, my answering service will handle your call and contact the physician on call. My associates are Dr. John Freeman, Dr. Celeste. Williams, Dr. Kay Carnevale and Dr. Lynn Speaks. In an acute emergency, please go to the emergency room at Harris Hospital, located near downtown Fort Worth.

**HOSPITALS:** I have privileges at Harris Hospital located near downtown Fort Worth.

**FEES FOR SERVICE:** We frankly encourage our patients to be aware of our fees. Because each individual patient's case is different, our fee schedule is by necessity a general one. However, this variability applies predominately to the hospitalized patient. We do accept Cash, Check, Debit, Visa, MasterCard, and Discover.

**HANDELING OF ACCOUNTS:** Payment is expected at time of service unless previous arrangements have been made. The matter of insurance coverage is a personal relationship between the patient and chosen insurance carrier. My office will provide you with the necessary codes/receipts, to file with your insurance carrier. Depending on the amount of coverage purchased, the insurance company will reimburse the patient for a portion of the fees. **THIS OFFICE ACCEPTS ASSIGNMENT ONLY FOR OBSTETRICAL AND SURGICAL PROCEDURES.** Insurance deductibles and deposits must be paid before we will file the insurance claim. If the insurance carrier does not remit the expected full amount, you will receive a statement, and the remaining total will be due. **IF AT ANY TIME, THE PAYMENT OF OUR BILL BECOMES A PROBLEM TO YOU, PLEASE DISCUSS THE MATTERS WITH US.**

**MANAGED CARE:** With the increase number of enrollments in the HMO/PPO managed care plans, our office will assist you in any way possible. If the patient has a secondary insurance carrier, the patient will be responsible for it. We do not file with secondary insurance carriers. However, it is ultimately the patient's responsibility to contact the insurance company in regards to referrals, pre-certification, contracted hospitals, and other in-network providers (i.e. mammograms, sonograms, x-rays, laboratory tests).