



Welcome to Atlanta Gastroenterology Associates Pediatric and Adolescent Division

At AGA's Pediatric and Adolescent Division, our highly trained physicians and staff are dedicated to providing children with the best possible care in a comfortable, compassionate setting. Whether for an office appointment or a procedure, the information in this brochure will help the visit go more smoothly. Please take a moment to read it carefully. Should you have questions, any member of our staff will be glad to help you.

Missed Appointment Policy

If the patient is unable to keep an office appointment, please reschedule at least 24 hours in advance. Our missed appointment fee is \$25.

Payment

- Payment is expected at the time of service. This applies to all co-payments, co-insurance and/or deductibles based on the patient's insurance plan.
- We accept cash, checks and all major credit cards.
- A \$30 fee will be incurred for returned checks.
- Payment plans can be arranged with the Financial Counselor in our office.

Patient Information

- Parent, legal guardian and patients over 18 must bring their photo I.D. Current insurance card(s) must be provided for or by the patient.
- Please arrive early, allowing ample time for traffic, parking and completing any necessary paperwork.
 - ◆ New patients: 30 minutes
 - ◆ Established patients: 15 minutes
- Please bring all test results, lab work, X-rays, etc., that pertain to the reason for the visit. If you do not have these documents, please make sure they are sent to our office prior to the appointment.

By mail: AGA Pediatric & Adolescent Division
5445 Meridian Mark Dr., Suite 490
Atlanta, GA 30342

By fax: 404.843.6321

Insurance Information

- AGA participates in most health plans; however, you should know the following about the patient's specific plan:
 - ◆ If the physician and facility are in-network
 - ◆ If the physician is in the preferred tier level
 - ◆ Annual deductible
 - ◆ Office visit co-payment
 - ◆ If a referral is required
- Coordinate all required referrals with the patient's primary care physician and submit to our office at least 48 hours prior to the scheduled appointment.
- AGA will submit primary, secondary and tertiary claims on the patient's behalf as long as the information needed to process the claim is obtained and verified *before* the visit. If this information is obtained *after* the visit, the parent, legal guardian or guarantor is responsible for the balance.
- AGA accepts Medicare, Medicaid and most insurances offered in Georgia.

If the patient is scheduled for a procedure, instructions and directions to the location will be provided by a member of our staff.

Call for Appointments | M-F

8 AM to 6 PM
404.843.6320

Office Hours | M-F

9 AM to 5 PM

www.AGApediatrics.com