

Surgical Administrative Policy And Fees

As a courtesy to our patients, our doctors have chosen to remain contracted with most insurance companies. In order to maintain these contracts in such challenging times, we are forced to make these changes to our policies:

1. Prior to reserving a surgical date, a \$100.00 non-refundable administrative fee will be collected. This fee covers the costs associated with scheduling, confirming and coordinating your surgery, verifying insurance benefits and obtaining any necessary authorization.
2. Once your benefits have been determined, any unpaid deductible and/or co-insurance will be collected prior to your surgery.
3. In the event that the amount collected towards your deductible exceeds the physician's charges, the overage will be refunded to you. If, on the other hand, the physician's fee exceeds the collected deductible and insurance carrier's payment, you will be responsible for the remaining balance.
4. Our office will bill only for the surgeon's fees. Any questions regarding the anesthesiologist's fees or facility fee should be addressed directly with the hospital or surgical center.
5. By the Friday prior to your surgery, you must provide us with information regarding your pre-op appointments date and time. This information is mandated by the Hospital and if not provided, your operating room time could be given away and your surgery rescheduled.

I have read and understand the above policy and agree to the guidelines.

SIGNATURE

DATE

RELATIONSHIP TO PATIENT