
FINANCIAL POLICY

Thank you for choosing us as your health care provider. We ask that all patients read and sign our Financial Policy as well as complete our Patient Information Form prior to having your exam. The following is our Financial Policy:

Our main concern is that you receive the proper and optimal treatments needed to restore your health. OOA is committed to providing you with the best possible healthcare. In order to fully assess your medical condition during your thorough examination additional test or procedures may be required (i.e. hearing test, allergy test or scope). These additional tests or procedures will result in additional charges.

INSURED PATIENT: If your insurance has a co-payment policy, the co-payment is due at the time of service. If you have a deductible, you are responsible for all charges until the deductible is met. You are responsible for any and all allowable charges which remain after your insurance has paid its portion. Balances are due within thirty (30) days of the billing statement date. The only exception will be if arrangements with the billing office have been made prior to your visit. Any balance unpaid after sixty (60) days will be turned over to a collection agency.

Your insurance policy is a contract between you, your employer and your insurance company; our office is NOT a party to that contract. You should know the details of your particular insurance policy. Not all services are covered by all carriers. Services which are not covered by your insurance will be billed to you. Diagnoses and services are carefully documented to comply with federal law. Under no circumstances will these be changed, altered or falsified in order to obtain coverage by insurance; therefore you are ultimately financially responsible for payment of services rendered.

If your insurance carrier has a "network" of providers, it is your responsibility to make sure that we are an "in network" provider prior to obtaining services. If we are a provider on your plan, we will bill your insurance carrier for you.

If we are not "in network", we will still be happy to provide services; however, the percentage of charges for which you are responsible for will be greater.

An authorization or referral may also be required. It is your responsibility to make sure we have this authorization prior to your appointment. It is also your responsibility to make us aware of any restrictions your policy has on ancillary services (such as requiring a specific lab).

PATIENT RESPONSIBILITIES:

- Obtain authorizations/referrals prior to your appointment (if required)
- Make copayment at time of service
- Make sure we have accurate insurance carrier information and patient information. If a claim is denied because of flawed insurance or patient information, you will be responsible for the balance.
- Be aware of your plan benefits and inform us of any restrictions for services or facilities that your plan might have
- Contact your insurance carrier if your claim has not been processed within 45 days
- Payment of statement in full at time of receipt
- Non-Insured patients make payment in full
- Payment of \$35.00 for return check fees if your check is not honored by your financial institute
- Insure that the "Person Responsible for Bill" section of the Patient Registration Form is completed with the address that billing statements should be mailed.

Your understanding of our financial policy is an essential element of your care and services. If you have any questions regarding any aspect of our policy, please feel free to contact our billing office at (405) 755-6651.

OWNERSHIP DISCLOSURE

The physicians at Oklahoma Otolaryngology Associates strongly believe that the interests and care of our patients should be handled with great importance. An important component in providing medical care involves the referral of our patients to various diagnostic and surgical facilities.

The following list provides the facilities that we typically refer our patients:

Alliance Health Deaconess, Alliance Health Ponca City, Community Hospital, Comprehensive Diagnostic Imaging, LLC, Diagnostic Radiology, DLO, Edmond Open MRI, Five Oaks Medical Group, Foundation Oklahoma Diagnostic Imaging, Gilbert Medical Clinic, Integris Hospitals, Lake Point Imaging, Mercy Hospitals, Norman Regional Hospital/Healthplex, Northwest Surgical Hospital, Oklahoma Heart Hospital, OU Edmond Medical Center, Oklahoma Surgicare, One Core Health Hospital, Tower Day Surgery, Parkview Hospital, Physicians Surgery Center, Saint Anthony's Hospital, St. Anthony's Midtown Surgery Center, Sleep Solution Laboratory, Surgery Center of Oklahoma, Vantage Diagnostics and Weatherford Regional Hospital.

OOA physicians do hold a vested interest in the following facilities:

Healthcare Partners Investments, LLC, Physicians Surgical Center, Summit Surgery Center, Surgery Center of Oklahoma and OOA, Vantage Diagnostics, Oklahoma Otolaryngology Hearing Center, Inc. ("Oklahoma Hearing Center")

Our physicians believe that patients have a choice in the selection of healthcare facilities. When a referral is made from our office, your insurance preference is always taken into consideration first. Most importantly, we respect your preferences when deciding which healthcare facilities may suit your needs best.

** This notice is required by Section 6055 (B) (g) of Title 36 of the Oklahoma Statutes**