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## TO OUR PATIENTS:

Medical insurance is becoming very complex. Many health plans require doctors to follow specific rules to access health care. This is very true of all PPO and HMO in which we participate. We need your help in making sure that we all meet our responsibilities to make sure that you receive your benefits.

## PART OF YOUR RESPONSIBILITY INCLUDES:

1. Knowing if your insurance requires a specific panel of doctors and verifying that our doctor is on that specific panel.
2. **Knowing about any 'prior authorizations' that are required by your health insurance.**
3. Understanding that some services may not be covered by your insurance. Some of these services include, but are not limited to x-rays, supports, and supplements.
4. Knowing deductibles and being aware that it is ultimately your responsibility to pay for it.
5. Inform us of any changes to your health insurance and coverage.
6. Bring your health insurance card with you to each visit.
7. Knowing what your co-pay is for each visit and that it is to be paid upon check in.

## FOR AUTO ACCIDENTS:

Be aware that your auto insurance policy may not cover medical payments, which means that **you** will be responsible for payment of your claims. If you are using third-party insurance, payment will not be issued to the doctor treating you, which means that you are responsible for making payment to the doctor when a settlement is made. If you have any questions regarding this, feel free to ask.

We would love to know what your insurance benefits are for you; however, with all the various number of plans available, this task is impossible. As a courtesy we will verify and bill out to your personal insurance; however, it is ultimately your responsibility to know your health coverage.

**Your cooperation is greatly appreciated and we look forward to being of service.  
Thank you and 'Welcome to our office'.**

Patient Name (Printed): \_\_\_\_\_

\_\_\_\_\_  
Patient Signature

\_\_\_\_\_  
Date