

**SURGEONS**

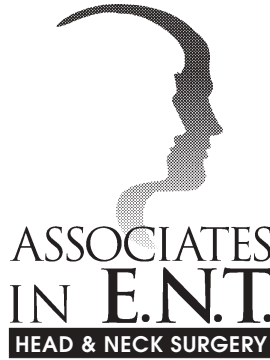
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TELEPHONE: (423) 267-6738  
FACSIMILE: (423) 209-9106

Dear Patient:

It is the policy of this office to have all insurance benefits, due for professional services rendered, assigned to the surgeon before our portion of the forms are completed. Please be sure your insurance information is correct and on file. This will facilitate the processing of your claim and help to reduce accounting services and delays. Upon receipt of any overpayment of the regular fees a refund will be made.

If this policy does not meet with your approval, payment in full before services are rendered will eliminate the assignments and all benefits will be paid directly to you. We do accept Medicare assignment and payments are made directly to this office. We will be happy to assist you in filling out any necessary Medicare or other insurance forms.

Please remember that if you have Medicare you will be responsible for any deductible and if there is no co-insurance, you will be responsible for twenty percent (20%) of the allowable Medicare charge.

Many insurance companies now require second surgical opinions and/or pre-certification for hospital admission or surgical procedures. While we will be happy to assist you in obtaining these, the ultimate responsibility is yours.

You are scheduled to enter \_\_\_\_\_ Hospital  
on \_\_\_\_\_ at \_\_\_\_\_. Your first postoperative  
visit will be due \_\_\_\_\_. Please call to make the appointment.

If you should have any questions between now and the time of your scheduled surgery, please feel free to call.

\_\_\_\_\_  
Surgery Coordinator - 209-9103  
Pre-Cert Coordinator - 209-9101

No food or drink after midnight \_\_\_\_\_. Please do not take any aspirin until after surgery.  
(night before surgery)