



## Nasal Endoscopy Billing Information Form

Please be advised there are times when your physician needs to perform an in-office procedure to correctly diagnose and treat problems of the nose and throat. This is accomplished with the use of a Nasal Endoscope. It is a specialized tool used to help diagnose or detect problems such as nasal polyps, nasal blockage, recurrent sinusitis and other diseases of the nose or throat.

A Nasal Endoscopy is a quick and painless in-office procedure. After spraying your nasal passages to anesthetize the lining and shrink tissue, a thin tube or endoscope is inserted into the nasal passage to visualize the internal anatomy of the nose, sinuses and / or throat.

**Insurance companies always consider endoscopies a surgical procedure. We do not have control over how endoscopies are processed by insurance companies. This form is to notify you in advance so you are not surprised when you receive your explanation of benefits that states a Surgical Service was provided.**

Your insurance company may reimburse a surgical service at a different rate than an office visit. The nasal endoscopy procedure is often applied toward your deductible and co-insurance. To find out what your financial responsibility for this procedure may be, contact your insurance carrier and request coverage information for CPT codes: 31231, 31237, and 31575.

I have read the above information and understand my insurance company may reimburse a nasal endoscopy as a surgical service with the deductible and co-insurance guidelines applied. I also agree to the financial responsibility established by my insurance carrier according to my individual policy.

Patient Name \_\_\_\_\_ Date of birth \_\_\_\_\_

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

This consent is effective for one year from date of signature.



# Associates of Otolaryngology

## Cancellation Policy/No Show Policy For Doctor Appointments and Surgery

### 1. **Cancellation/No Show Policy for Doctor Appointments**

We understand that there are times when you must miss an appointment due to emergencies or obligations for work or family. However, when you do not call to cancel an appointment, you may be preventing another patient from getting much needed treatment. Conversely, the situation may arise where another patient fails to cancel and we are unable to schedule you for a visit, due to a seemingly “full” appointment book.

**If an appointment is not cancelled at least 24 hours in advance you will be charged a fifty dollar (\$50) fee; this will not be covered by your insurance company.**

### 2. **Scheduled Appointments**

We understand that delays can happen however we must try to keep the other patients and doctors on time.

**If a patient is 15 minutes past their scheduled time we will have to reschedule the appointment.**

### 3. **Cancellation/No Show Policy for Surgery**

Due to the large block of time needed for surgery, last minute cancellations can cause problems and added expenses for the office.

**If surgery is not cancelled at least 10 days in advance you will be charged a seventy five dollar (\$75) fee; this will not be covered by your insurance company.**

### 4. **Account Balances**

Patients who have questions about their bills or who would like to discuss a payment plan option may call and ask to speak to a business office representative with whom they can review their account and concerns.

Patients with balances over \$100 must make payment arrangements prior to future appointments being made.

\_\_\_\_\_  
**Print Name Patient**

\_\_\_\_\_  
**Signature Patient/Guardian**

\_\_\_\_/\_\_\_\_/\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date of Birth**