



133 East Front Street
P.O. Box 687
Pemberville, OH 43450
Phone: (419) 287-2201
portagevalleyhearing.com

OFFICE POLICIES

Our office is pleased to have you as a patient. We are proud to offer our patients the best hearing health care available. Please read over our policies and feel free to ask our helpful staff any question that you have.

1. Although our office does bill the insurance company, it is necessary for the patient to have all these forms filled out completely. If this is not completed, we will not be able to accurately bill the insurance company and the responsibility for payment then becomes that of the patient. We are sorry, but there are no exceptions to this policy.
2. Insurance payments are ordinarily received within 30 to 60 days from the time of billing. However, our office does not guarantee that the patient's insurance company will pay. If the patient's insurance claim is denied, the patient will be considered responsible for the full amount of the bill.

Our staff is dedicated to working with your insurance carrier to get the proper reimbursement. Patients, however, have a responsibility regarding their coverage as well. We appreciate your assistance in working with our staff.

Release and Assignment

I authorize release of any information necessary to process my insurance claims and assign and request payment directly to Portage Valley Hearing.

I HAVE READ AND UNDERSTOOD ALL THE ABOVE OFFICE POLICIES. I AGREE TO ADHERE TO THE STATED POLICIES.

X _____
Signature of Patient

Date