



Billing Policy

Contact

The Billing/Insurance Office can be reached Monday - Friday 9AM - 4PM at 419-422-3665

The following explanations of our billing and insurance policies will help you to understand your financial obligations. If you have any questions or concerns, please contact our billing specialists.

Insurance

We will submit primary and secondary medical claims to your insurance company. It is your responsibility to contact your insurance company to see if a prior authorization or pre-certification is required for any service (e.g., procedure, testing). Remember that the insurance policy is a contract between you and the insurance company. Therefore, our ability to intercede on your behalf is limited. If your insurance company has not responded within 45 days of claim submission, your charge(s) will be released to your responsibility. It is your responsibility to contact the insurance company regarding any unprocessed claim.

Please bring current insurance cards with you to each visit.

We participate with the following companies:

- Anthem
- Medical Mutual
- Interplan Health Group - Formally Direct Care America (DCA)
- Ohio Health Choice
- United Healthcare
- Integrated Health Plan (IHP)
- NWOHP - Ohio Health Choice
- Paramount - Medicaid
- State Medicaid
- Medicare (If you have one of the new Medicare plans, please check with your company - we will accept Medicare rates, but some plans require that you see a participating physician with that company).

Payment

Payment is expected on any outstanding balance at time of office visit(s). Co-pays are to be paid at the time of service.

We accept cash, checks, and credit/debit cards (VISA, MasterCard, Discover) Payment agreements can be made by calling (419) 422- 3665 9AM - 4PM.

Forms

Family Medical Leave forms (FMLA) can be done prior to surgery. Our practice charges a processing fee for the completion of each disability, FMLA or other complex form. Forms will be released upon payment. Disability forms are completed after all documentation is obtained (office notes, operative report, and pathology report). Every attempt is made to have all forms completed on a weekly basis.