

# RENEW ENT & HEARING CENTER | RENEW FACIAL PLASTIC SURGERY

## CONSENT AND PAYMENT AUTHORIZATION

### I. Consent and Authorization for Release of Information

- Release of Information. I consent to the release and use by Renew ENT & Hearing Center and Renew Facial Plastic Surgery (Renew) of medical and other information about me to the extent permitted by law:
  - To a health care provider being advised or consulted in connection with my treatment or care;
  - To a health plan, insurer, third party payer or administrator, Medicare or other organization providing me with health benefits, for the purposes of claims payment and benefit determinations, fraud investigations, or quality of care studies or reviews;
  - To a person or organization in connection with Renew's health care operations. These operations may include quality improvement activities, performance evaluations, business management, and other related activities;
  - To contact me via phone, text, and/or email regarding my services or to provide information about Renew operations; and
  - To the following individuals (name of spouse, family member, or others):

**List person(s)/Relationship(s):** \_\_\_\_\_

- Revocation. I understand that this consent is valid until I revoke it, which I may do at any time by giving written notice.
- External Prescription History: I consent for Renew to obtain patient prescription history via Surescripts. The Surescripts database stores prescription history from most pharmacies and provides us with information such as medication name, prescription date, dosage, prescribing physician, and refill history.

### II. Notice of Privacy Practices

- Confidentiality. It is the policy of Renew to protect the privacy and confidentiality of patients' medical information.
- Notice of Privacy Practice. Renew's Notice of Privacy Practices explains how Renew may use and disclose my medical information. It also explains my rights regarding this kind of information. Renew may revise its Notice of Privacy Practices at any time and will provide me with a copy of the revised Notice of Privacy Practices at my request. Renew's Notice of Privacy Practices is available at [www.renewent.com](http://www.renewent.com).
- Acknowledgment of Receipt. I acknowledge that I have received Renew's Notice of Privacy Practices.
- Teaching Facility. I acknowledge that Renew is a teaching facility and I may have medical students or trainees present in the examination room. These individuals are subject to all our policies, including those protecting patient privacy.

### III. Payment Authorization

- Payment Authorization. I authorize Renew to directly bill my health plan, third-party payer, or Medicare for services rendered to me by or on behalf of Renew, but acknowledge that Renew is not obligated to submit claims to third-party payers on my behalf unless required by law or by its contract with a particular third party payer. I also authorize my health plan, third-party payer, or Medicare to make payment directly to Renew for such services. I understand and agree that Renew is not responsible for collecting third-party payments or negotiating disputed settlements on my behalf.

**You may request an estimate of your charges prior to, during, or after receiving services from Renew.**

- Workers' Compensation. We require the Insurance Company Name, Claim Number, Date of Injury, and Employer's Name and Address. We will submit your claim. If the claim is denied by the carrier or if the claim is in litigation, you will personally be responsible for payment of the charges.

### IV. Financial Policy

- Payment Responsibility. I agree to pay for all services furnished to me by Renew, including, but not limited to charges that are not paid in full by my insurance, government program benefits or other third-party payers, except as prohibited by Renew's contract with my health plan or applicable law. I also agree to pay or reimburse Renew for all costs it may incur in collecting such amounts, including, but not limited to, attorneys' fees and collection agency fees. I agree that copayments are due at the time of service.  
Children: The parent who signs this document is responsible for all fees incurred. We will provide additional copies of the bill if requested.
- Late Cancellations and Missed Appointments: I understand that after TWO missed appointments or late cancellations (less than 24 hours notice), I will be required to pay the Late Cancellation/Missed Appointment fee of \$50 prior to making another appointment. Missing 3 or more appointments within a year means I may be discharged from the clinic.
- In-Office Procedures. I understand that most diagnostic procedures performed in the office are billed separately and in addition to office visit charges. These diagnostic procedures are classified by many insurance carriers as "surgery" and may be processed differently than office visits, including being subject to higher deductible. I understand that these diagnostic procedures are important to my care and will only be performed when deemed medically necessary.
- Returned Checks: I acknowledge the \$40 returned check fee on all checks returned to Renew for insufficient funds.

### V. Cosmetic Services

- Cosmetic Services and Products: Cosmetic procedures, services, and products that do not serve a medical purpose are ineligible for reimbursement with a flexible spending account (FSA), health savings account (HSA), or health reimbursement arrangement (HRA). Cosmetic procedures (e.g. facelift, Botox, hair transplants, laser hair removal, etc.) are ineligible unless the procedure is necessary to improve a deformity due to a congenital abnormality, personal injury, or disfiguring disease. The federal penalty for using FSA/HSA/HRA funds for non-qualified expenses is 20 percent if you are under age 65, plus the loss of tax-free treatment for the distribution.
- Free Cosmetic Consultation: Renew Facial Plastic Surgery offers free consultations for cosmetic services. However, if you elect to have your insurance company consider the procedure for coverage, the consultation will be billed as an office visit to your insurance and you will be responsible for any patient liability per your insurance contract including copays, deductibles, and co-insurance. Should you desire a second consultation the fee is \$100. This will be applied to your surgery but is non-refundable if you do not proceed with surgery.

Patient's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Signature of Patient or Legal Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name of Signer (if other than patient): \_\_\_\_\_