

**Patients with no insurance: Payment is expected at the time of service. A specific payment plan acceptable to both you and the office may be arranged.**

**Patients with insurance: Deductibles and all co-insurances are expected at the time of service. Your co-insurance is not covered by your insurance and is not always an exact percentage. You will be sent a statement showing both your account balance and your anticipated responsibility. If a patient's balance remains unpaid for more than 90 days, the patient's account may be turned over to an attorney/collection agency for collections. If your account is sent to collections, you will be responsible for all collection fees generated.**

**INSURANCE POLICY**

**We extend to our patients the courtesy of allowing you to assign your insurance benefits directly to our office. This policy may reduce your out-of-pocket expense.**

**Please note the following:**

- 1. The privilege of insurance assignment begins when your insurance is qualified and the insurance forms received. Until that time you must pay for all services rendered.**
- 2. All deductibles must be made prior to submitting your insurance claims.**
- 3. Since we do not own your insurance policy, we are limited in our efforts to collect from your insurance company. We expect that you act on your own behalf with your insurance carrier. Frequent calls on the status of your claim often help speed up this process.**
- 4. Due to the recent changes in our status with most insurance companies, it will be your responsibility to turn over to our office any checks and related explanations of benefits that your insurance company issues to you for services rendered with Professional Orthopaedic Associates in a timely manner.**
- 5. It is our goal of this office to provide you with the finest quality of care available. If you have any questions regarding your healthcare or any of our office policies, please do not hesitate to let us know.**
- 6. If it becomes necessary to utilize a collection agency due to nonpayment of bill, you will be responsible for all fees charged by that agency as well as your balance.**

**Please sign below:**

**I hereby authorize my motor vehicle insurance carrier to release information to Professional Orthopaedic Associates regarding the PIP benefits that have been paid to date on my claim.**

**Signature: \_\_\_\_\_ Date: \_\_\_\_\_**

**I have reviewed these office policies and accept my responsibility as detailed above.**

**Signature: \_\_\_\_\_ Date: \_\_\_\_\_**

**I authorize my insurance company to make payments for my unpaid balance directly to:  
Professional Orthopaedic Associates**

**I hereby authorize the release of information relating to my care directly to my insurance company, attorney, school, pharmacy or any other treating specialist.**

**Signature: \_\_\_\_\_ Date: \_\_\_\_\_**

**We welcome your referrals and look forward to a Doctor-Patient relationship.**

**Name \_\_\_\_\_ Date \_\_\_\_\_**

**AUTHORIZATION TO USE OR DISCLOSE HEALTH INFORMATION  
PROFESSIONAL ORTHOPAEDIC ASSOCIATES, P.A.**

DATE OF REQUEST \_\_\_\_\_

Patient Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_

**\*\*As required by the Privacy Regulations, Professional Orthopaedic Associates, P.A. may not use or disclose your protected health information except as provided in our Notice of Privacy Practices without your authorization.\*\***

I, \_\_\_\_\_, give permission for Professional Orthopaedic Associates, P.A. and any of its employees to release any or all of my Patient Health Information to the following relatives, friends, or acquaintances:

\_\_\_\_\_  
\_\_\_\_\_

I, \_\_\_\_\_, give permission to the practitioner/facility listed below to release any or all of my Patient Health information to Professional Orthopaedic Associates, P.A. as part of my medical care.

\_\_\_\_\_  
\_\_\_\_\_

Patient information to be disclosed : All

For the specific purpose of : Any

Effective date for authorization \_\_\_\_/\_\_\_\_/\_\_\_\_.

If the person or entity receiving this information is not a health care provider or health plan covered by federal privacy regulations, the information described above may be disclosed to other individuals or institutions and no longer protected by these regulations.

You may refuse to sign this authorization. Your refusal to sign will not affect your ability to obtain treatment or payment or your eligibility for benefits.

I understand that the information to be released or disclosed may include information relating to sexually transmitted diseases, acquired immunodeficiency syndrome (AIDS), or human immunodeficiency virus (HIV), and alcohol and drug abuse. I authorize the release or disclosure of this type of information.

I understand I have the right to:

1. Revoke this authorization by sending a written notice to this office and that revocation will not affect this office's previous reliance on the uses or disclosure pursuant to this authorization.
2. Knowledge of any remuneration involved due to any marketing activity as allowed by this authorization, as a result of this authorization.
3. Inspect a copy of Patient Health Information being used or disclosed under federal law.
4. Refuse to sign this authorization.
5. Receive a copy of this authorization.
6. Restrict what is disclosed with this authorization.

\_\_\_\_\_  
Signature of Patient or Patient's authorized representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized signature of Professional Orthopaedic Associates staff

\_\_\_\_\_  
Date

# PROFESSIONAL ORTHOPAEDIC ASSOCIATES

## Authorization of Designated Representative to Appeal A Determination

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Member #: \_\_\_\_\_  
(please print)

I hereby authorize Cynthia Bennett, R.M.C. to appeal \_\_\_\_\_  
(name of representative) (insurance company)

Determination concerning \_\_\_\_\_ on my behalf, as my designated  
(description of service)

representative, and, as part of the appeal, I hereby authorize \_\_\_\_\_  
(insurance company)

to disclose and furnish to my designated representative the following information:

**All medical and financial information contained in my insurance file, along with my insurance plan policy manual. I understand this information is privileged and confidential. This authorization is valid for a period of one year.**

Signature of Patient, Subscriber or Legal Guardian/Representative: \_\_\_\_\_

Printed Name of Designated Representative: Cynthia Bennett

Signature of Designated Representative: \_\_\_\_\_

If your injury does warrant surgery, please be advised that your ambulatory surgery may be scheduled at the

**Shrewsbury Surgery Center**

655 Shrewsbury Ave. - Shrewsbury, New Jersey

**Toms River Surgery Center**

1430 Hooper Ave. - Toms River, New Jersey

The physicians at Professional Orthopaedic Associates

have an ownership interest in the Surgery Centers.

Patients that wish to have their ambulatory surgery performed elsewhere may do so at a hospital where the physician maintains privileges.

Thank you

**Professional Orthopaedic Associates**

**Office Locations**

**Tinton Falls Office**

776 Shrewsbury Ave. Suite #105 - Tinton Falls, NJ 07724 - P: 732-530-4949 - F: 732-530-3618

**Toms River Office**

1430 Hooper Ave. Suite # 101 - Toms River, NJ 08753 - P: 732-341-6777 - F: 732-349-7722

**Freehold Office**

303 West Main Street - Freehold, NJ 07728 - P: 732-577-0027 - F: 732-577-0036

**ASSIGNMENT OF BENEFITS/APPOINTMENT OF ATTORNEYS**

I hereby assign all rights and benefits due me from my insurance carrier to Professional Orthopaedic Associates (“POA”) and authorize and empower POA to appeal a determination by a carrier to deny, reduce or terminate my benefits including, but not limited to, the filing of a lawsuit or fee arbitration. Furthermore, I authorize and direct my insurance carrier to pay the proceeds of any benefits due me directly to POA. A copy of this can be considered as an original for insurance purposes. \_\_\_\_ (initials)

I acknowledge and understand that I am responsible for all of the charges for all of the services rendered to me or any member of my family. Although I have requested the doctor to bill my insurance company on my behalf, I clearly understand that it is still my responsibility to make sure the bill is paid within a reasonable amount of time. If for any reason any portion of the bill is not paid by my insurance carrier, I further agree to make arrangements for prompt payment of the bill. \_\_\_\_ (initials)

I agree that should I receive direct payment from my insurance carrier for services rendered to me, I will promptly sign over the check to the physician’s office. I understand that should I not turn over the proceeds, an action for collection may be filed against me in which I agree to be responsible for payment of any court costs and attorney fees involved in efforts to collect the entire fee billed by the doctor, not just what has been paid to me by my insurance carrier. \_\_\_\_ (initials)

I agree that if POA treats me for any problem that is involved in litigation or involves a claim for personal injuries, I will immediately notify the Billing Department for my POA provider. At the time any settlement funds are disbursed or received, I promise to pay any and all of my provider’s and POA’s bills. \_\_\_\_ (initials)

I understand that my provider and POA may each bill for services rendered independently. I authorize this office to submit their bills to any insurance company with which I (or my spouse) have an insurance policy or any company against which I may proceed for medical expense benefits. \_\_\_\_ (initials)

In the event that the doctor elects to bring a lawsuit or petition for arbitration against the insurance carrier, I assign my rights, title and interest under any section of any insurance policy under which I am entitled to proceed for benefits. This assignment shall allow an attorney of their choosing to bring suit or submit to arbitration their claim for any unpaid bills for treatment rendered. My provider and POA may designate such attorney beginning thirty-one (31) days after any bill for services rendered becomes due. I agree to fully cooperate with them in the collection of any benefits from the insurance carrier including full cooperation with the chosen attorney. \_\_\_\_ (initials)

In the event this assignment is held invalid for any reason, I hereby authorize POA to appoint an attorney of its choice to represent me directly against an insurer from which I may collect any & all benefits and to bring a claim in a forum of the attorney’s choice. This appointment is intended to enable the attorney to collect the bills of POA and this appointment does not authorize the selected attorney to represent me in any third-party action. Further, this appointment will not conflict with any other attorney who currently represents me. \_\_\_\_ (initials)

By consenting to having a law firm of POA’s choosing represent me, I understand that in such lawsuits my confidentiality may not be protected and personal information may be revealed. I authorize my provider and POA to release any and all information concerning my injury or illness and its treatment to the attorney designated by the assignee or third person that are involved in the action to collect benefits. \_\_\_\_ (initials)

I have read, understand and agree to the above. \_\_\_\_ (initials)

\_\_\_\_\_  
Patient Name – please print

\_\_\_\_\_  
Date

\_\_\_\_\_  
Patient’s Signature or Signature of Parent/Legal Guardian

## ANTI-INFLAMMATORY MEDICATION

PATIENT NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

Your doctor may prescribe a non-steroidal anti-inflammatory (NSAID) medicine to help alleviate your symptoms of pain, swelling or inflammation.

The most frequent side effects of this medication include, stomach upset, nausea and diarrhea. Ulcers or bleeding may occur without warning. It is recommended that this medicine be taken with food, which may reduce the appearance or magnitude of these side effects. Do not drink alcoholic beverages while taking this medication.

For best results, this medicine should be taken at the prescribed dose for the period of time recommended by your physician. If you take any other medications prescribed by other physicians, you should consult your pharmacist prior to filling this prescription to check for drug interactions.

Should you develop any side effects with this medication, stop taking it immediately and contact your physician or this office. Patients with active ulcer disease or who are taking daily medicines for bronchial asthma; must be aware that use of this medicine may result in an exacerbation of these problems. This medicine should not be taken in combination with other NSAID or aspirin containing medications. **Please note that commonly used over the counter medicines such as Ibuprofen, Advil, and Aleve contain non-steroidal medications that could increase the risk of stomach side effects of prescribed medication. Tylenol, however, would not increase this risk.**

For your protection, periodic blood work, within 6-8 weeks after taking this medication will be necessary to monitor any possible liver or kidney irritation.

If you are pregnant, have the flu, fever or any viral illness; do not take this medication. Consult your physician.

I have read and understand the above information.

PATIENT SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

## MEDICAL SURVIVAL

As the years go by, I have noticed a distinct change with respect to the so-called medico-legal environment. I entered this profession in order to help people with their medical problems. I still intend to do so the best way I can. I expect from my patients an understanding of my commitment, and also their commitment. It is important during your care, that if you have questions with respect to diagnoses, your treatments, and direction of care, you bring them to my attention so that I can optimize our results. I have always been committed to non-operative care whenever possible, and recommend surgical treatment only when absolutely necessary, usually after failure of a trial of non-operative treatment. If indeed surgical treatment is recommended, I view this as an agreement between ourselves that this is the proper form of care. I will try my best to inform you of standard success rates and standard rates of recognized complications.

I \_\_\_\_\_ and/or my representative agree not to bring a “frivolous medical malpractice case or cause of action against the doctor I am seeing today and Professional Orthopaedic Associates”. Furthermore should a medical malpractice case or cause of action be initiated or pursued, I \_\_\_\_\_, and/or my representative, agree to use an expert medical witness or (es) or adhere(s) to the guidelines and/or code of conduct defined by the Orthopaedic and Hand Specialist Societies for expert witnesses in the area(s) of medicine who would typically have a background experience to opinion on such a case. In consideration for this, I, as your treating physician, agree with the same stipulation.

I am hoping that in the near future, the doctor and patient will be able to re-assume control of healthcare, and bring to an end the current out of control situation of spiraling insurance costs, defensive medical care, early retirements of well experienced physicians, and limited availability of certain specialty services for the community. Physicians across the state and their practices face difficult decisions about their future ability to stay open and treat patients. We are being forced to become more active with respect to recommendations for our lawmakers about healthcare. New Jersey Senate had passed a compromised reform bill, but unfortunately the Assembly stripped away its most effective provisions. This environment further favors a broken medical liability system, and directly affects your access to healthcare. I would suggest that in addition to the above, you check two (2) following Websites to find out which politicians are supporting healthcare in our Local and National environment. These would include [www.njpatients.org](http://www.njpatients.org) and [www.njforhealthcare.org](http://www.njforhealthcare.org). Let your legislators know about your choices for your own healthcare and for your own doctor. Lets work together so we can regain control of the best medical system in the world.

\_\_\_\_\_  
Patient's Signature

\_\_\_\_\_  
Professional Orthopaedic Associates

Date: \_\_\_\_\_