

OR Appointment Guidelines & Policies

1. **Appointment Date & Time:**

We will be calling you a few weeks before your child's appointment date. At this time we will give you your child's appointment date & time. Within a few days, the hospital will also be calling you to get some additional information.

2. **Physical Exam Form:**

Your child must have the physical exam form, which was included in your OR folder (which you received the day we proposed the OR appointment) into our office one WEEK before the OR appointment. This form will need a signature by your child's physician, not Nurse Practitioner, no sooner than a month before the OR date.

3. **Payment Policy:**

Payment for the OR appointment is also due the same day the physical form is due. Which is one WEEK before the OR date. Patients who have dental insurance will have to pay an *estimate* of what the insurance is not going to cover. We send out a pre estimate to your insurance company weeks before your child's OR date which has a breakdown of what your insurance estimates to cover. Remember, this is only an estimate. After the OR appointment you might get a bill from us with the remaining amount of what the insurance did not cover. The money you pay this office pertains only to the dental work we do. It does not include the bill you will get from the hospital regarding anesthesia and hospital costs, some or all of which may be covered by your medical insurance.

4. **Health Insurance:**

Depending on your health insurance company and health coverage you may need a referral from your primary care physician. Please call your physician if you need one. Just let them know when and where the appointment is going to be and the reason for going. We will take a copy of your health insurance card to verify coverage of anesthesia and hospital costs. Most of the time we have to write a letter of medical necessity and get it authorized by your health insurance in order for some of those costs to be paid. After we receive that authorization, we are no longer involved in the hospital charges. The hospital will be who you need to contact if you have questions about a bill from them.

5. If you have not gotten a chance to, please take a moment to look over the OR folder we provided you with before your child's OR appointment.

↳ As the parent/legal guardian of _____, I have carefully read the above guidelines and policies, and understand that all paperwork, including OR payment, must be made at least a week before the OR appointment. I also understand that if my child can not make it to the OR for her scheduled time, she will be put at the end of the OR list.

Parent or Legal Guardian Signature

Date