

Ohio Neurology and Headache Centre of Excellence  
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I, \_\_\_\_\_, hereby authorize Ohio Neurology and Headache Centre of Excellence, Inc. (ONHC) to release any information in connection with my claim to my insurance carrier, the Social Security Administration, or their intermediaries and/or carriers. I permit a copy of this authorization to be used in place of the original and request payment of medical insurance benefits to be made directly to ONHC. I also understand that by signing this form I accept the policies of ONHC, including financial policies outlined below or by signed addendum.

ONHC does verify eligibility of benefits prior to scheduling new patients. New patients with deductibles that have not been met and that apply to their visit will be charged a \$45.00 fee at their consultation. If the insurance company covers the consultation, you will be reimbursed, if not, the payment will be applied toward your balance. As a courtesy we will help you in the authorization process for procedures, however, it is the patient's responsibility to make sure procedures will be covered by the insurance company. Payment is required at the time of service unless arrangements have been made in advance. We accept payment in the form of cash, check, Visa, Mastercard, American Express, and Discover. There will be a \$35.00 fee for each returned check (no exceptions).

Due to the growing amount of paperwork included and time required in completing Disability forms, FMLA forms, etc, it is necessary to charge a fee for each form completed to cover administrative costs. Disability forms are \$95.00, FMLA forms are \$45.00. Prepayment is required. We do not bill you or your insurance company for this service. You will need to make an appointment for forms to be completed. Please allow 5 to 7 business days for Disability or FMLA forms to be completed. There will be a charge for medical record requests to cover administrative costs, postage, handling, etc. All fees are accepted at the time of service. If the patient has an outstanding balance at the time of requesting medical records, he/she may be required to make a payment on the account before the records are given. We do not call patients who have had tests done that are normal or are within normal limits.

Please allow 2 to 5 business days to have any unplanned or additional prescriptions to be authorized for pick up or mailed to you (\$5.00 charge to mail). Do not wait until the last minute to request medication. Missing a scheduled appointment is **NOT** a valid reason, you will be held responsible for obtaining all medications needed during your appointment. You may be subject to a \$5.00 to \$15.00 charge or asked to reschedule an appointment for additional medication. All patients are given enough refills to last until their next follow-up appointment. Narcotics, pain medication, and controlled substances **WILL NOT** be given without an appointment.

We understand that emergencies arise, however, appointments that are not cancelled via phone **AND** email within a 48 hour period will be subject to a \$45.00 fee for established patients, and a \$95.00 fee for new patients. This includes appointments for testing by the technicians contracted with our office. Reminder calls are a courtesy; it is the patient's responsibility to remember his/her appointment.

I have read, understand, and accept the policies of ONHC, Inc.

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

\_\_\_\_\_  
Date