

OBTAINING INSURANCE AUTHORIZATION

PURPOSE

A consistent procedure for obtaining insurance authorizations for sleep studies and doctor visits contributes to the smooth operation and fiscal viability of the center.

POLICY

The center staff will obtain any needed insurance authorizations for sleep studies.

PROCEDURE

- 1.0** After referral for evaluation has been received and the appropriate sleep study has been scheduled, the Sleep Lab technician/Patient Services Specialist will obtain the benefits and insurance authorization.
- 2.0** The technician/PSS will contact the patient and explain the financial obligations that must be met prior to having the study.
- 3.0** If the patient fails to confirm their ability to meet the deposit requirement, or if authorization is denied, the study may not continue as scheduled.
- 4.0** Outpatients who have any financial obligations are expected to provide payment prior to their scheduled appointment.