Keelee J. MacPhee, MD

Plastic & Reconstructive Surgery

**Special Administrative Services Agreement Form**

We are opting out of insurance networks starting in December 2014, and will have all of those contracts completely terminated by September 1, 2015.

If you are trying to have your elective surgery covered by insurance, then we require a *non-refundable*, $200.00 administrative fee for patients requesting our assistance in trying to have surgery pre-authorized, pre-determined, and post-operatively filed as a courtesy claim. This process is often extensive in the detail and time that it takes to work with the insurance companies.

We strongly recommend you first contact your insurance company to request *in writing* the surgical procedures that are part of your benefits package. Based on the written information, we will do our best to advise whether you meet all of the insurance guidelines for pre-authorization.

It is not uncommon for insurance companies to not allow pre-surgical authorization or pre-determination. In these cases, the patient will have to undergo surgery without any pre-operative assurance of insurance reimbursement.

***I have read and understand this Special Administrative Services Agreement Form.***

***I agree to pay the Non-Refundable $200.00 administrative fee.***

***I understand that all communication as a courtesy with my insurance company does not guarantee any reimbursement for my medical care.***

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Please Print Name

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Signature of Responsible party Date