

TO MY PATIENTS

I appreciate your confidence in coming to my office. I will make every effort to treat you in a professional and courteous manner. The following is for your information to help answer many of your questions.

OFFICE HOURS:

8:30 - 5:00, Monday - Friday. Office Phone: (714) 848.1911, Fax (714) 841-6761.

PRESCRIPTIONS:

Medication refill requests should be called to the pharmacy where the initial prescription was filled, and your pharmacy will then fax the request to our office. Please allow 24 hours for prescription refills to be processed.

ARBITRATION AGREEMENT:

Our insurance company requires that an arbitration agreement be provided to each patient for his inspection and signature. If you have any questions, please do not hesitate to ask.

INSURANCE:

You must bring your insurance card on your initial visit. If you do not have your card we will reschedule your appointment for a later date.

We will bill your insurance carrier for all office and surgical procedures. We are providers for several insurance carriers. It is your responsibility to contact your insurance carrier to verify that we are providers with them. If you have EPO benefits you are responsible for providing any referrals or authorizations required. Even though we may be PPO providers with you carrier it does not mean we are part of their EPO benefit plan.

Durable medical equipment such as braces will be billed for you by an outside vendor.

HMO INSURANCE:

Before each office visit, you must have an authorization from your IPA.

CO-PAYMENTS AND CASH PATIENTS:

Co-payments will be collected on your appointment day prior to the visit. If you do not have your co-payment, you will be rescheduled.

Cash patients are required to pay in full at each visit.

MEDICARE:

We accept assignment on all Medicare Patients. This does not mean we accept Medicare as payment in full.

PERSONAL INJURY ACCIDENTS:

If you have been in an automobile accident or involved in a personal injury, we can not bill the person at fault. We do not accept liens.

WORK RELATED INJURIES:

We do accept work related injury patients with prior authorization from the adjustor. If we do not have authorization prior to your visit, you will be rescheduled for a later date.

PATIENTS SIGNATURE REQUIRED: _____

TIMOTHY W. GIBSON, M.D.
DAVID H. KIM, M.D.