

# # 4

Associates In Internal Medicine, P.C.  
70 East 90<sup>th</sup> Street, New York, NY 10128  
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## Managed Care Acknowledgement

Please be advised that effective 6/30/2004, we will no longer be calling patients with authorization numbers. We will provide you with web addresses and telephone numbers to obtain this information. Specialists can obtain referral numbers by calling the insurance company or logging on to the insurance companies website. Specialists may also register with Webmd to obtain and process referral.

The physicians in our practice participate in an array of managed care plans. Referrals are required by many of these plans in order for a patient to see a specialist or obtain radiological examinations. It is important that you do not make appointments to see a specialist until you have received an authorization number from your PCP. Our referral coordinators will handle all approved referral requests within 72 hours of receipt of the physician's approval. If your PCP deems that your request is urgent, they will instruct the referral coordinator to process your referral on a same day basis. Many referral requests are for problems that can easily be handled in our office. If this is the case, we will gladly give you an appointment to be treated for your medical condition.

**HMO plans have adopted a computerized referral system that generates a unique number for each referral request.** Referrals are not processed in our office and due to the nature of the computer system, referrals cannot be backdated or faxed. Our referral coordinator will contact you, not the specialist, with the referral number as soon as it is available. You or the specialist may also check the status of your referral on your insurance plans website or by calling the insurance company. For your convenience, we have attached a link to most of the insurance plans we process referrals for on our webpage [www.aimdocs.net](http://www.aimdocs.net). This web address will be terminated as of 3/31/2004. We will post the new web address when it has been completed. Please be advised, at the specialist can hold you responsible for any costs that are incurred if you do not have a referral and your plan entitles you to out-of-network benefits. If your plan is strictly an HMO, the specialist is not allowed to charge you, but you should make sure your have an authorization so that the specialist is compensated for his/her services. However, if your specialist accepts your insurance then they are aware that they should not schedule an appointment for a patient without a valid referral number.

Please be advised that most of the HMO's allow the specialist to authorize visits to other specialists or for diagnostic testing once we have authorized the initial visit to them. Since the specialists are more informed about the patient's specific condition and needs, we do not process referrals that they are authorized to do by insurance plan.

We recommend that you contact your insurance carrier if you have any questions regarding the referral guidelines for your particular health plan.

I, the undersigned, have read and understand the referral request policy of Associates in Internal Medicine, P.C..

\_\_\_\_\_  
( PRINT NAME OF PATIENT)

\_\_\_\_\_  
(DATE)

\_\_\_\_\_  
(SIGNATURE OF PATIENT)

\_\_\_\_\_  
(DATE)

\_\_\_\_\_  
(SIGNATURE OF EMPLOYEE WITNESS)

\_\_\_\_\_  
(DATE)