



Baton Rouge
EAR, NOSE & THROAT
ASSOCIATES

Otolaryngology - Head & Neck Surgery
Allergy & Audiology

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**NOTICE OF IN-OFFICE PROCEDURE
BILLING AND FINANCIAL RESPONSIBILITY POLICY**

Please be aware that certain procedures performed in our office are not included in the standard office visit. These procedures will be billed separately and in addition to the office visit charge. We are aware that some insurance carriers are classifying these procedures as surgery and apply the charges to a higher co-pay or deductible amount. The result may be insurance payment for an office visit but not the procedure. In such cases, payment for the procedure will be due from the patient. Be assured we are following accepted billing and coding guidelines and that all procedures are performed in the best interest of patient care.

Examples of in-office procedures include:

- **Flexible Laryngoscopy:** This procedure involves passing a long thin flexible fiber-optic scope through the nasal cavity and into the throat. The fiber-optic scope enables the physician to visualize areas of the throat not seen using the laryngeal mirrors.
- **Nasal Endoscopy:** This procedure uses the flexible or rigid scope attached to a light source to view areas of the nasal cavities that cannot be viewed by the physician using the standard nasal speculum and headlight.
- **Nasal endoscopy with debridement or biopsy:** This is the same procedure as above with removal of crusting or tissue.

Please speak with our clinical assistant if you have any questions.

Patient or Legal Guardian: _____ Date: _____

Signature: _____