

Non Contract - (ACC + Insurance) Surgery

- **If you take your hospital form and anaesthetic assessments home with you, please mail them back to us in the envelope provided.**

PRE SURGERY

- When you receive the ACC approval letter, (which can take 2-4 weeks) please **(sign the 3rd page and send a copy of this to us)** to enable us to bill ACC after your surgery.

- **Send your quote to your insurer once ACC have sent their surgery approval letter to you. Tell them you are having non contract surgery. It is important to determine from your insurer how much they will pay. They will provide you with a prior approval number. Bring this number on the day of surgery.**

- We will mail or phone you a few days prior to your surgery to tell you what your admission time is, and what time to begin fasting. You must call to confirm this.

POST SURGERY

- Once the surgery has been performed ACC will pay us. (This can take 4 – 5 weeks). We will subtract the surgeons and anaesthetist's fee from this and send any surplus to the hospital. A letter detailing all this information will be sent to you and you will need to forward to your Insurer with all your outstanding hospital accounts.
- You must wait for this letter before you process your claim through your insurer. Submit our letter and your hospital bill to your insurer to process the claim.
- If you have any questions call Michelle or Kayla on (09) 5209632.