

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.

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| <ul style="list-style-type: none">• Send your quote to your insurer <u>once ACC have sent their surgery approval letter to you.</u> 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. |
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- 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.