Obtaining Insurance Authorization

Audience: All personnel in the Sleep Disorder Center.

Purpose: A consistent procedure for obtaining insurance authorizations for sleep studies and doctor visits contributes to the smooth operation and fiscal viability of the center.

Policy: The center staff will obtain any needed insurance authorizations for sleep studies and doctor visits.

Procedure:

- After approval for evaluation has been received and the appropriate sleep study has been scheduled, the Sleep Lab Coordinator will contact the Ancillary Planning Office (APO) so that insurance authorization can be obtained.
- The APO will contact the patient and explain the financial obligations that must be met prior to having the study.
- If the patient fails to confirm their ability to meet the deposit requirement with the APO, or if authorization is denied, the study may not continue as scheduled.
- Outpatients who have any financial obligations are expected to provide payment prior to their scheduled appointment. When patients arrive at either Sleep Disorder Center locations, proof of payment will need to be produced prior to the initiation of testing.

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