

Dear Patient,

It is our desire that you have as pleasant an experience in our office as possible. Our most important concern is your health but we do need to do certain things to ensure that your personal injury bills will be taken care of. The following are a list of things all persons involved in an auto accident need to know about.

Please read the following and sign the bottom of this form.

1. YOUR insurance company is responsible for paying your bills, NOT the company of the person who hit you. If the accident was someone else's fault your insurance company will seek compensation from their insurance company. After the first \$2,000.00 of total Personal Injury Protection benefits are paid out, by law we must bill your health carrier. If your health carrier does not provide chiropractic benefit or if you do not have health insurance you PIP company will continue to pay your bills up to a total of \$8,000.00.
2. It is your responsibility to obtain the following information from your insurance company: Name, Address, Phone, and Fax number, as well as the claim number, name and extension of the Bodily Injury adjuster NOT the adjuster for your car.
3. Your insurance company will send you a form called a "PIP Application". This form must be filled out by you as soon as it is received. Your insurance company will not pay your bills until this form is on file with them. Failure to send in your PIP application will cause the bills to become your responsibility.
4. If you have decided to utilize the help of an attorney you and your attorney will need to sign a Lien form, which is held on file at this office. The Lien is used should you have any outstanding bills that are awaiting settlement to be paid.
5. At some point during your care your insurance company will send you to another doctor for an evaluation. This is called an IME or an Independent Medical Examination. Please inform this office immediately once you are notified of an IME.
6. Keeping your scheduled appointments are imperative, not only for your recovery but also to ensure your claims will be paid. If an insurance company sees you missing appointments or changing your treatment plan without the recommendation of our doctors, they will assume that you are recovered and no longer need care.

"I understand the above information and agree to comply fully with the office policies of The Khoury Centre For Health & Wellness."

Signed _____ Date _____ Witness _____

Thank you for your time and cooperation.