

ALJAN CO.

ORTHOTICS – PROSTHETICS
PEDORTHICS

A Division of Burke Labs, Inc.

Dear Patient,

Welcome to the Aljan Company. Thank you for choosing us to provide your Pedorthic, Orthotic and/or Prosthetic care. Please understand that payment of your bill is considered part of your care. To avoid unforeseen expenses, The Aljan Company urges you to be aware of any coverage limitations prior to receiving care.

As discussed when your appointment was scheduled, we are out of network with your insurance company. This information is important for many reasons, one of which being your out of pocket costs. Please take a moment to carefully read the information below which outlines how your billing will process and what your role in that process will be.

Your insurance is out of network. What this means for you:

- **The Aljan Company is not contracted with your insurance company.**
 - **A deposit of half the amount of your invoice is due before fabrication begins. The remaining balance will be due at delivery. You will be contacted with this amount prior to fabrication for approval.**
 - **The Aljan Company will submit one claim to your insurance company on your behalf. If this claim does not process for payment, we will send you a claim form to work with your insurance. ***Because of our out of network status, we are not able to obtain claim status information from your insurer.***
 - **If any insurance payment is made to the Aljan Company, you will be refunded according to Aljan's refund policy.**

Please review the information above carefully. Until we have started fabrication on your device, you have no financial responsibility. Should you choose to cancel this order and pursue an in network provider prior to fabrication, we can do so at no cost to you. Please contact your insurance company to locate a provider within your network.

I have read, understand and agree to the full provisions of this policy. ***Please bring this form with you to your next appointment.*

PATIENT SIGNATURE

DATE