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INSTRUCTIONS FOR BILLING SUPPLEMENTAL/SECONDARY INSURANCE

Just a reminder that Desert Ear, Nose & Throat Medical Group, Inc. ***does not bill*** supplemental/secondary insurances. We will **only** bill Medicare for you. The information below should help you bill your secondary.

1. When you check out after seeing the physician today you will be given a yellow carbon copy of charges for your visit. *Please put this in a safe place for future use.*
2. We will bill all of your Medicare charges electronically from our office. We usually receive payment from Medicare in 3 -4 weeks. You will receive an Explanation Of Benefits (Medicare Summary of Notice), letting you know that your claim was paid by Medicare. You may even receive a billing statement from our office while waiting for your secondary insurance to pay. **DO NOT** send the billing statement to your secondary insurance because they will need more information than what the statement provides.
3. When you get your Medicare Explanation of Benefits (Medicare Summary of Notice) attach the yellow carbon copy of our charges or our billing statement along with a copy of your secondary insurance card. Mail this to your Secondary Insurance Co. and you should receive payment in 4 – 6 weeks. If we receive a payment from your secondary insurance Desert Ear, Nose & Throat Medical Group, Inc. will refund you.
4. If you have a Blue Cross or Blue Shield out of state plan, per your insurance company, you need to submit the information to your local Blue Cross/Blue shield plan Mail the information to:

Blue Cross/Blue Shield
P.O. Box 1505
Redbluff, CA 96080-1505

5. If you have an automatic cross over and you receive a billing statement from our office disregard this bill. If you get more then one statement you can either call Medicare at (877) 591-1587 to see if they sent the claim to your secondary insurance for you or you can call our office with any questions. Thank you for your attention in this matter.

Sincerely,
Andrea H.
Billing Department
(760) 341-1165 EX: 206