

Los Olivos Women's Medical Group

Direction's for reimbursement from your insurance carrier

Currently we are not contracted with your insurance company therefore we cannot directly bill your insurance for charges from Los Olivos. We ask that you pay for services incurred at the time of your appointment. We will accept cash, personal checks, VISA, MasterCard, American Express or Discover in payment. We will provide you with a complete insurance billing statement to submit to your insurance carrier for reimbursement. There is no guarantee of payment from your insurance carrier of any specific amount or percentage as this may vary according to your plan and the contract that you have with your insurance carrier. Our staff will assist you as much as possible in the process.

Directions for filing your claim:

1. Fill out your insurance claim form completely. You can obtain the form from the human resources or personnel department of the employer group that provides your insurance coverage or from your insurance broker if you are self-insured.
 - a. You will need to include the Los Olivos Tax ID# which is 94-1699011.
 - b. You may also need the doctor's California medical license number. This number is listed below:

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|----------------------|--------|----------------------|--------|
| Elizabeth Adie MD | A72831 | Charlene Reimnitz MD | A42240 |
| Kristine Borrison MD | G81367 | Gordon Rosenberg MD | G65167 |
| Tamara Brown | A84871 | Martin Silverman MD | G63938 |
| Mary Imig MD | G61752 | Gerald Trobough MD | G12378 |
| Karen Kunzel MD | G69747 | | |

2. Attach a copy of the fee ticket from Los Olivos with the fee and diagnosis circled. You should also send your receipt from Los Olivos showing your payment.
3. Note in the appropriate place on your insurance claim form or, if necessary, in a separate letter that the check should be made out to **you**, the patient, not Los Olivos or your physician.
4. Make sure that you send your claim to the correct address (this is usually listed on your insurance card).