



Directions 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. Los Olivos accepts cash, personal checks, VISA, MasterCard, American Express or Discover in payment. You will be provided 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 varies 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. Forms can usually be obtained from the human resources or personnel department of your employer, or from your insurance broker if you are self-insured. They may also be available on your insurance company's website.
 - a. You will need to include the Los Olivos Tax ID# which is 94-1699011.
 - b. If also requested, your doctors California medical license number is listed below:

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. Send a copy of your receipt from Los Olivos showing your payment.
3. Request that payment be made out to **you** rather than Los Olivos or your physician.
4. Send your claim to the correct "claims" address. This is usually listed on the back of your insurance card.