

REGISTRATION

You will need to register on the day of services for the Audiology Department. Please expect to arrive for registration approximately 15 minutes prior to your appointment. **For your convenience, you may use the self check-in kiosk located in the first floor lobby.** Should you need assistance, the registration office is located in the lobby. Please bring all your insurance information along with a form of picture identification. In addition, please also bring the following, as applicable:

- Medicaid/HMO Cards
- Insurance Card(s)
- Charity Care Card
- Referral/Authorization
- Script or Prescription
- Co-Pay/deductible

If your insurance company requires a Referral, Authorization or Script, it is mandatory to have this in-hand at time of registration. You will not be able to register and the patient will not be able to be seen if the required Referral, Authorization or Script is not available at time of registration.

The Medical Center will bill your insurance company directly for any services rendered that is covered by the insurance policy. **Any co-payments, deductibles, and/or deposits will be collected at time of registration.** If payment has not been received from your insurance company within 45 days, the full balance will become your responsibility and payment is expected at that time. If you do not have insurance and would like to qualify/apply for Charity Care, please call (551) 996-4343 to receive Charity Care Forms. If you have qualified for Charity Care and you are insured, insurance payments must first be received before any balance can be applied to Charity Care Program. If you have not qualified for any assistance and do not have insurance, you will be billed and full payment is expected for services. If you cannot pay your bill in full, payment arrangements may be made to settle any outstanding accounts.

Thank you for choosing Hackensack University Medical Center.