



360 East Pulaski Hwy, Suite 2A
Elkton, MD 21921
Phone: 410-620-3348
Fax: 410-620-3351

DATE OF SERVICE: _____

PATIENT: _____

Thank you for scheduling your procedure at Upper Bay Surgery Center, LLC. Your physician designed this facility with you in mind, and recommends treatment here to provide you with the highest level of patient care. We are proud to serve you and are committed to meeting your healthcare needs in a state of the art environment, with a first rate staff and excellence in patient satisfaction.

Although Upper Bay Surgery Center, LLC is not currently a participating provider with your Insurance Plan, we strive to give our patients the best possible value for their health care dollar, and we want to make it as simple as possible for you to manage the costs of services. While we cannot waive the patient responsibility required by your health plan, we are able to extend a significant discount on the cost of care. Your statement will be discounted by 80% if promptly paid. Our discount program allows us to provide access to superior quality of care to all patients in the community, regardless of insurance type, at a cost-effective rate for you, your family and your health plan.

It is possible that the insurance payment for your visit with us today will be sent to you and payable to you. Your insurance company is assuming that since we are out-of-network with them, you are paying for your procedure today. The check that they send to you is "reimbursement" for that payment.

We ask that you endorse the check over to Upper Bay Surgery Center and mail it to us. For your convenience, I am enclosing a self-addressed stamped envelope. If you prefer, you may also bring the check directly to the center. Please provide a copy of the Explanation of Benefits (EOB) that accompanies the insurance check. Providing a copy of the EOB will allow us to properly credit your account, and make the necessary adjustment off of your bill. After all adjustments are made, you will receive a statement from our billing company showing payments and balance due, if any.

If you have any questions or concerns, please do not hesitate to call the facility at (410) 620-3348 between the hours of 8:00am – 4:30 pm Monday through Friday.

We look forward to serving you, and appreciate being your preferred choice for surgical care.