

STEP #1 – YOUR FIRST LETTER ABOUT YOUR BILL

Date

Hospital Address Block

Re: Acct Number, Patient Name, Date(s) of Visit
Request for Price Lists and More Detailed Bill

To whom it may concern:

I am the responsible party for this account. I am in receipt of the bill for the above referenced account.

First, thank you very much for the fine care provided to me (or name of patient).

Regarding these bills, I feel blessed to have such excellent healthcare coverage and that my insurance has either negotiated a reduced rate with your hospital or has paid the bills on my behalf.

With respect to covered services and the remaining balance, as the responsible party, I feel it is MY responsibility to ensure everything is paid correctly. Unfortunately the bill (or you can refer to the name of the page "Summary of Services," "Account Summary," etc.) provides insufficient detail. For example, it merely tells me there were insurance adjustments of \$12,345, but does not tell me what line items those insurance adjustments were applied to and in what amounts. I have no way to conclude if my insurance company has been appropriately billed, and no way to know if they have paid for everything I should expect them to pay under my policy. Therefore, I do not have any way to validate that the remaining balance is correct.

Please provide the above requested detail so I can further review the bill.

Additionally, I will need a copy of the hospital's price list for all services offered. For example, there is a \$20,839.76 charge for MRI that simply says, "General Classification." I am not familiar with the many classifications of MRI and how it is determined which classification applies to the specific MRI my daughter experienced. I would like a price list for all MRIs. The same goes for the hospital room stay. It reads, "General Classification." Are there "non" general classifications and how are they assigned to a patient? How is the price of each established? Once I have the detail and price lists hopefully I will be able to confirm that everything is correct.

Thank you for your prompt response,

Your Name

Your Phone Number

Your Email Address