

# CENTRAL JERSEY HAND SURGERY LLC

## Hand - Wrist - Forearm – Microsurgery

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Diplomate American Board of Orthopedic Surgery  
Certificate of Added Qualification in Surgery of the Hand

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Eatontown Office

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Toms River, NJ 08753  
732-286-9000  
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Visit us on the Web at:

<http://www.centraljerseyhand.com>

### CJHS Office Policies

These are our established office policies:

1. If your health insurance requires you to obtain a referral, it is your responsibility to bring the referral with you to your visit, or insure that our office has received it. If you are told that the referral will be sent to our office, you must call us and verify that it has been received. You cannot be seen without your referral.
2. If you have a referral, please verify that it can still be used. Referrals expire after a period of time and after a specific number of visits. You cannot be seen without a valid referral.
3. Your co-pay is due at the time of service. We accept, cash, check and most credit cards.
4. There will be a \$35 fee for any returned checks.
5. You are responsible for insuring that our office is notified of **ANY changes in insurance, address or phone number**. We cannot properly bill your insurance company without this information. In the event you have given us outdated information, the balance becomes your responsibility.
6. Any testing ordered by your physician will be reviewed during a follow-up office visit.

**I have read, understand and accept the policies.**

Patient Signature: \_\_\_\_\_

Date: \_\_\_\_\_