

**Standard Notice and Consent Documents Under the No Surprises Act**

**(For use by nonparticipating providers and nonparticipating emergency facilities beginning January 1, 2022)**

**Instructions**

The Department of Health and Human Services (HHS) developed standard notice and consent documents under section 2799B-2(d) of the Public Health Service Act (PHS Act). These documents are for use when providing items and services to participants, beneficiaries, enrollees, or covered individuals in group health plans or group or individual health insurance coverage, including Federal Employees Health Benefits (FEHB) plans by either:

- A nonparticipating provider or nonparticipating emergency facility when furnishing certain post-stabilization services, or
- A nonparticipating provider (or facility on behalf of the provider) when furnishing non-emergency services (other than ancillary services) at certain participating health care facilities.

These documents provide the form and manner of the notice and consent documents specified by the Secretary of HHS under 45 CFR 149.410 and 149.420. HHS considers use of these documents in accordance with these instructions to be good faith compliance with the notice and consent requirements of section 2799B-2(d) of the PHS Act, provided that all other requirements are met. To the extent a state develops notice and consent documents that meet the statutory and regulatory requirements under section 2799B-2(d) of the PHS Act and 45 CFR 149.410 and 149.420, the state-developed documents will meet the Secretary's specifications regarding the form and manner of the notice and consent documents.

These documents may not be modified by providers or facilities, except as indicated in brackets or a may be necessary to reflect applicable state law. To use these documents properly, the nonparticipating provider or facility must fill in any blanks that appear in brackets with the appropriate information. Providers and facilities must fill out the notice and consent documents completely and delete the bracketed italicized text before presenting the documents to patients. In particular, providers and facilities must fill in the blanks in the "Estimate of what you may pay" section and the "More details about your estimate" section before presenting the documents to patients.

The standard notice and consent documents must be given physically separate from and not attached to or incorporated into any other documents. The documents must not be hidden or included among other forms, and a representative of the provider or facility must be physically present or available by phone to explain the documents and estimates to the individual, and answer any questions, as necessary. The documents must meet applicable language access requirement, as specified in 45 CFR 149.420. The provider or facility is responsible for translating these documents or providing a qualified interpreter, as applicable, when necessary to meet these requirements. The standard notice must be provided on paper, or, when feasible, electronically, if selected by the

individual. The individual must be provided with a copy of the signed consent document in-person, by mail or via email, as selected by the individual.

If an individual makes an appointment for the relevant items or services at least 72 hours before the date that the items and services are to be furnished, these notice and consent documents must be provided to the individual, or the individual's authorized representative, at least 72 hours before the date that the items and services are to be furnished. If the individual makes an appointment for the relevant items or services within 72 hours of the date the items and services are to be furnished, these notice and consent documents must be provided to the individual, or the individual's representative, on the day the appointment is scheduled. In a situation where an individual is provided the notice and consent documents on the day the times or services are to be furnished, including the post-stabilization services, the documents must be provided no later than 3 hours prior to furnishing the relevant items or services.

**NOTE:** The information provided in these instructions is intended to be only a general informal summary of technical legal standards. It is not intended to take the place of statutes, regulations, or formal policy guidance upon which it is based. Refer to the applicable statutes, regulations, and other interpretive materials for complete and current information.

**Do not include these instructions with the standard notice and consent documents given to patients.**

#### **Paperwork Reduction Act Statement**

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid Office of Management and Budget (OMB) control number. The valid OMB control number for this information collection is 0938-1401. The time required to complete this information collection is estimated to average 1.3 hours per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to CMS, 7500 Security Boulevard, Attn: PRA Reports Clearance Office, Mail Stop C4-2-05, Baltimore, Maryland 21244-1850.

## Surprise Billing Protection Form

The purpose of this document is to let you know about your protections from unexpected medical bills. It also asks whether you would like to give up those protections and pay more for out-of-network care.

**IMPORTANT: You aren't required to sign this form and shouldn't sign it if you didn't have a choice of health care provider when you received care. You can choose to get care from a provider or facility in your health plan's network, which may cost you less.**

**If you'd like assistance with this document, ask your provider or a patient advocate. Take a picture and/or keep a copy of this form for your records.**

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You're getting this notice because this provider or facility isn't in your health plan's network. This means the provider or facility doesn't have an agreement with your plan.

### **Getting care from this provider or facility could cost you more.**

If your plan covers the item or service you're getting, federal law protects you from higher bills:

- When you get emergency care from out-of-network providers and facilities, or
- When an out-of-network provider treats you at an in-network hospital or ambulatory surgical center without your knowledge or consent.

Ask your health care provider or patient advocate if you need help knowing if these protections apply to you.

If you sign this form, you may pay more because:

- You are giving up your protections under the law.
- You may owe the full costs billed for items and services received.
- Your health plan might not count any of the amount you pay towards your deductible and out-of-pocket limit. Contact your health plan for more information.

You **shouldn't** sign this form if you **didn't** have a choice of providers when receiving care. For example, if a doctor was assigned to you with no opportunity to make a change.

Before deciding whether to sign this form, you can contact your health plan to find an in-network provider or facility. If there isn't one, your health plan might work out an agreement with this provider or facility, or another one.

See the next page for your cost estimate.

## Estimate of what you could pay

Patient name: \_\_\_\_\_

Out-of-network provider(s) or facility name: Great Lakes Bay Surgery & Endoscopy Center

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<b>Total cost estimate of what you may be asked to pay:</b>	\$
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- **Review your detailed estimate.** See page 6 for a cost estimate for each item or service you'll get.
- **Call your health plan.** Your plan may have better information about how much you will be asked to pay. You can also ask about what's covered under your plan and your provider options.
- **Questions about this notice and estimate?** Call (844)832-1956 for an explanation of the documents and estimates or any other questions you may have.
- **Questions about your rights?** You may contact the Michigan Department of Insurance and Financial Services at (877) 999-6442 or visit the DIFS website to file a complaint. If you have commercial insurance coverage and you believe you've been wrongly billed, you may contact the No Surprises help desk at (800) 985-3059.

### **Prior authorization or other care management limitations**

Except in an emergency, your health plan may require prior authorization (or other limitations) for certain items and services. This means you may need your plan's approval that it will cover an item or service before you get them. If prior authorization is required, ask your health plan about what information is necessary to get coverage.

### **More information about your rights and protections**

Visit <https://www.cms.gov/nosurprises/Policies-and-Resources/Overview-of-rules-fact-sheets> for more information about your rights under federal law.

Visit [https://www.michigan.gov/difs/0,5269.7-303-12902\\_92612\\_92613\\_9261407933-497218--,00.html](https://www.michigan.gov/difs/0,5269.7-303-12902_92612_92613_9261407933-497218--,00.html) for more information about you rights under Michigan law.

**By signing, I give up my federal consumer protections and agree to pay more for out-of-network care.**

With my signature, I am saying that I agree to get the items or services from:

- Great Lakes Bay Surgery & Endoscopy Center

With my signature, I acknowledge that I am consenting of my own free will and am not being coerced or pressured. I also understand that:

- I'm giving up some consumer billing protections under federal law.
- I may get a bill for the full charges for these items and services or have to pay out-of-network cost-sharing under my health plan.
- I was given a written notice on \_\_\_\_\_ explaining that my provider or facility isn't in my health plan's network, the estimated cost of service, and what I may owe if I agree to be treated by this provider or facility.
- I got the notice either on paper or electronically, consistent with my choice.
- I fully and completely understand that some or all amounts I pay might not count toward my health plan's deductible or out-of-pocket limit.
- I can end this agreement by notifying the provider or facility in writing before getting services.

**IMPORTANT:** You **don't** have to sign this form. But if you don't sign, this provider or facility might not treat you. You can choose to get care from a provider or facility in your health plan's network.

\_\_\_\_\_ or \_\_\_\_\_

Patient's Signature

Guardian/authorized representative's signature

\_\_\_\_\_

\_\_\_\_\_

Print name of patient

Print name of guardian/authorized representative

\_\_\_\_\_

\_\_\_\_\_

Date and time of signature

Date and time of signature

**Take a picture and/or keep a copy of this form.**

**It contains important information about your rights and protections.**

## More details about your estimate

Patient name: \_\_\_\_\_

Out-of-network provider or facility name: Great Lakes Bay Surgery & Endoscopy Center

The amount below is only an estimate; it isn't an offer or contract for services. This estimate shows the full estimated costs of the items or services listed. It doesn't include any information about what your health plan may cover. This means that **the final cost of services may be different than this estimate.**

**Contact your health plan to find out how much, if any, your plan will pay and how much you may have to pay.**

Date of Service	Service Code (CPT or DRG)	Description	Estimated amount to be billed
<b>Total estimate of what you may owe:</b>			