

Each patient's insurance policy is different so it is up to you to determine your individual benefits. We can provide you with general insurance payment trends, but we are unable to check each patient's individual insurance benefits. We suggest that you check with your insurance company to determine what they cover.

If you do not have insurance, our business office will discuss our financial policies and will make every effort to arrange a payment schedule for you.

[www.centralohioearnosethroat.com](http://www.centralohioearnosethroat.com)



## Office Locations

### Westerville Office

41 Commerce Park Dr.  
Westerville, OH 43082

### Dublin Office

6860 Perimeter Dr., Unit A  
Dublin, OH 43016

### London Office

194 Elm St.  
London, OH 43140



## Hospitals

We have hospital privileges at Doctors West, St. Ann's Hospital, Children's Hospital, Madison County Hospital, and Central Ohio Surgical Institute.



## Our Physicians

### Clifton R. Hood, D.O.

Graduated from the College of Osteopathic Medicine & Surgery in Des Moines, Iowa in 1980 and finished residency in 1984. He has been in practice since 1984.

### J. Paul Burkhart, D.O.

Graduated from the Philadelphia College of Osteopathic Medicine in Philadelphia, Pennsylvania in 1992 and finished residency in 1997. He has been in practice since 1997.

### Timothy R. Budnik, D.O.

Graduated from the Kirksville College of Osteopathic Medicine in Kirksville, Missouri in 1995 and finished residency in 2000. He has been in practice since 2000.

CENTRAL OHIO EAR,  
NOSE AND THROAT, INC.

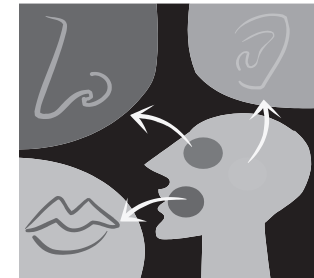
41 Commerce Park Dr.  
Westerville, OH 43082

Telephone: 614-797-3277  
Fax: 614-794-9136  
Toll Free#: 1-800-865-5562

WELCOME TO  
CENTRAL  
OHIO EAR,  
NOSE AND  
THROAT, INC.

**Physicians:**  
**Dr. Clifton Hood**  
**Dr. J. Paul Burkhart**  
**Dr. Timothy R. Budnik**

**Audiologists:**  
**Emily McPheron, Au.D.**  
**Kimberly Cleary, Au.D.**



SPECIALIZING IN  
OTORHINOLARYNGOLOGY,  
HEAD AND NECK SURGERY,  
FACIAL PLASTIC SURGERY  
& AUDIOLOGICAL SERVICES

# Central Ohio Ear, Nose and Throat, Inc.

We would like to welcome you to our office and thank you for choosing us to care for you. Our area of specialty is ear, nose and throat medicine as well as head and neck surgery. Our physicians have a cumulative of 38 years experience in addition to residency training and all are board certified by the American Osteopathic Board of Otorhinolaryngology, Head and Neck Surgery.

We also offer a wide range of audiological services such as diagnostic hearing evaluations and hearing aid dispensing by board certified clinical audiologists with a cumulative of 28 years experience.

We treat and perform surgery, if recommended, on both adults and children. If it is determined that you have a problem that falls outside our specialty, we will help you locate a family physician or a specialist in that area of need.

Our telephone is answered by office personnel from 9am to 12 noon and 1 pm to 5 pm, Monday through Friday. If at all possible call during the hours indicated because we have access to your medical records. After 5pm and weekends, our answering service will be on duty to forward all emergency calls to our physician on call.

## Office Policies



Patients are seen by appointment only. If you are unable to keep an appointment, please notify the office as soon as possible so that you can be rescheduled and another patient can be seen.

To make your first appointment as smooth as possible, we have included with this brochure new patient forms, consent forms, our privacy notice and health history forms. We would appreciate you returning your completed forms as quickly as possible in the provided self-addressed envelope.



We will make every effort to honor your appointment time. We appreciate the value of your time and will make every effort to avoid long waiting periods in the office. To be fair to patients and doctors alike in budgeting appointment times, we have a 15 minute grace period. If a patient is 15 minutes late to his or her appointment, he or she will be asked to reschedule their appointment.

Minors must be accompanied by a parent or legal guardian for their initial appointment and first post-operative appointment, if applicable. Legal guardians must also provide a copy of court documentation naming them as the guardian before the minor can be treated. A copy will be kept in the patient's chart.



If the appointment is for a routine, general check up appointment, someone other than the parent or legal guardian can bring the patient but only upon receipt of a dated, signed, and notarized letter from the parent or legal guardian specifically naming the individual authorized to bring the minor. This letter will be in effect until revoked in writing.

Refills for any prescription will only be made during the office hours stated above. Refills will

not be authorized without re-examination if you have not been seen within one year.

We require that all cell phones be powered off anywhere in the office past the front door. This interferes with our diagnostic equipment and distorts the results. If your phone is not off, we will ask that you turn it off.



## Insurance and Billing

Please bring your insurance card and/or proof of coverage from your employer with you on the date of your appointment. If you do not have this with you, we require you to either reschedule the appointment or your services must be paid at the time of service. Once we receive proof of insurance, such as an insurance card, your services will be filed to the insurance company and a refund issued.

Many insurances require a written authorization/referral to see a specialist. This information must be in our office prior to your visit. If a referral is not obtained, you will be required to either reschedule your appointment until the referral is received or sign a waiver stating you will be financially responsible for services received.

There are some instances that insurance plans do not provide full payment for medical costs. This may include copays, coinsurances, and deductibles, depending on the insurance. We will notify you of any outstanding balance after the insurance company has paid.

