

A step by step guide on how to sign your online informed financial consent

As part of our commitment to provide informed financial consent, we have prepared an estimate of fees for you to acknowledge online. Here is a guide on how to sign the online informed financial consent.



1 Log in to patient e-admissions portal by providing your existing email address and password:

Email

Password

Login

2 Once logged in, a pop up alert will come up. Please click **Do now**

Do now

3 Once clicked, this will take you through a new window. You must click **View/Print Fee Statement**.

View/Print Fee Statement

4

Once clicked, a **Fee Statement** pdf file will come up providing what the additional charges are and what will be billed separately from the hospital account.

Fee statement



Additional charges

Other services will be billed separately to your hospital account and may include: doctor's fees (eg. surgeon, anaesthetist, ICU/CCU physicians, radiologists), allied health, ambulance fees and additional prosthetic charges.



Diagnostic accounts

Services such as pathology and Medical Imaging (x-ray) will be billed separately to your hospital account and may be claimable from Medicare and your private health fund if applicable. However, the rebate may not cover the full cost of services provided.



Pharmacy

Non admission related medication dispensed while you are an inpatient may be payable on discharge together with any discharge medication.



Physiotherapy and other allied health

Any Discharge aids (for example, crutches, walkers) are payable on discharge.



Self-funded patients

Services provided by Intensive Care Physicians who require unplanned care in either ICU or CCU will incur further costs relating to their admission.



After hours/emergency admissions

You will be responsible for any costs incurred for admission that are not covered by your health fund. If the procedure performed is not covered by your health fund you will be responsible to pay all costs incurred during your hospital stay prior to discharge. The Informed Financial Consent Form will be provided to you as soon as practical post admission.



It is impossible to foresee all circumstances that may affect your account, therefore this estimate is an approximation only. I hereby authorise Macquarie University Hospital to claim directly from my insurer on my behalf. I will pay on the day of discharge, or upon request, any balance not covered by my private health insurance/ other third party insurance. Further, if my fund/ other third party insurance rejects my claim or reduces benefits, I accept responsibility and will settle my account in full on request.

e-Signature

Date

Property Disclaimer

Neither Macquarie University Hospital or its servants or agents shall be responsible or liable in any way whatsoever for any loss or damage sustained by the patient by reason of any negligence, omission, delay or failure on the part of Macquarie University Hospital, its servants or agents, which result in fire, destruction or damage to the patient's personal property whilst the patient is on the hospital premises. This includes personal property deposited for safe keeping. No servant or agent of Macquarie University Hospital shall be authorised to vary or waive this condition.

REV. 01.19 (1/1)

5

Once reviewed, kindly go back to the previous window and then tick the acknowledgement box. **Please note that the tick box next to i acknowledge will not appear if you have not clicked the view/print fee statement button.**



I acknowledge

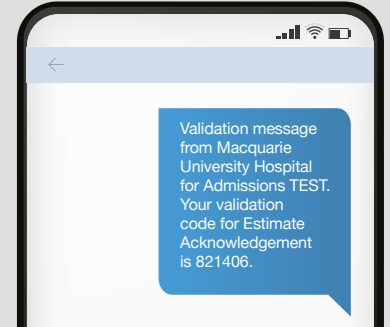
6

The next step is to review the payments and adjustment portion of the informed financial consent. **Once reviewed, you must sign the form electronically.** To do this, click **Send me my eSignature.**

Send me my eSignature

7

We will send an SMS to your mobile phone containing a 6 digit code to finalise the submission of your form to Macquarie University Hospital.



8

You will then be prompted to enter the code into a field on this page within a few seconds. Input the validation code provided and click **Validate.**

821406

Validate

9

Once clicked, a note that you have **successfully signed** the informed financial consent will appear.

Successfully signed

10

The last step is to click acknowledge & submit. Once clicked, it will direct you to the home page of the patient e-admissions portal. To verify if this has been received by Macquarie University Hospital, a green dollar sign will appear.

General admission (Surgical - day stay)

26/08/20

MUH

23/08/20



For more information:

T: 9812 3000

E: admissions@muh.org.au

ABN 46 141 203 125