

Legal Note: The Documents here are provided for your information and that of your immediate family only. You are not permitted to copy any document provided to you. Each of these Documents provided are intended as general assistance in simple legal matters only. No document is intended to be used for any item, transaction, or other matter, where the total value of the item, transaction or matter is worth more than \$ 5,000.00. You are not authorized to use any document for any transaction which is in excess of \$ 5,000.00 in value or is not a simple matter. As a guideline to the meaning of simple, consider the following: if you can complete the document without any questions, it is likely a simple matter. However, if you need to ask any questions, you should consult with your Plan attorney. Do not speculate about completion of the blanks in this matter.

The information provided in the documents, and the instructions provided with each document are not intended to constitute legal advice. These documents are intended to assist consumers in protecting themselves in certain simple transactions, without incurring expensive attorneys fees. If you need legal advice, Plan Attorneys will be happy to provide a free legal consultation, at no cost, to you as a Plan member. Understand that if you contact a Plan Attorney, he/she may not advise you as to how to complete your documents. They may only be retained to prepare documents for you which they deem to be proper in your situation.

Certain documents can be completed with either a pen or a typewriter, unless indicated otherwise in the specific instructions. **You should not make changes or alterations to any documents, once you have completed the document.** You must complete a new document fully, even if you wish to make any changes, even a small change. If you make any changes to a document, you cannot be sure that the change conforms to legal requirements. For example, changes to a will, in some circumstances, may void the entire will, even if you intended to make the changes. Thus, it is a safer practice to make a new document, if you intend to make any changes.

If there are blanks which are not used or which contain no information, place an X, or a line through the blank. This ensures that no person can make unauthorized modifications to a document, by simply completing the blanks, and changing the entire crux of the document.

Certain documents may require a notary. Notaries are certified by each state, and can only operate in the states in which they are licensed to operate. An invalid notary may invalidate your document. Notaries serve the purpose of verifying that the signature of the person signing the document, is in fact, the person claiming to have signed the document. Certain institutions require a notary, even when state law does not. Be sure to check with the parties with whom you are dealing to see if they will require a notary. Banks often require notaries.

If you believe that you must record a document, you should consult with a Plan Attorney. No document provided here is intended for recording, and any such document must be prepared by a Plan Attorney. We have not included certain documents, despite repeated requests, because these documents require the skill and expertise of an attorney. These include trusts, deeds, Mortgages, Escrow Agreements and other documents. Always consult a Plan Attorney before drafting one of these documents on your own.

Date

Name
Title
Company Name
Address
City, State Zip

Patient:
Patient No.:
D.O.L.:

Dear Mr./Ms.:

As you know, your company has sent a statement of charges to us regarding the above-referenced matter.

This letter will serve to recognize that your hospital performed certain medical and related services which were rendered to the above-referenced patient for the injuries which they suffered [as a result of an accident]. We are now ready to settle this matter.

You have indicated that your firm is the firm of primary responsibility for this claim. You have already sent us your total bill amount of \$_____. [If needed] However, we have not received a copy of your bill itemization. [Or, if needed] We are in receipt of your itemized billing statement which is attached hereto as Exhibit "A".

The following items are in dispute:

1. Item 1, referenced on page __ of the billing statement
2. Item 2, referenced on page __ of the billing statement; and
3. Item 3, referenced on page __ of the billing statement.

We are in dispute on Item No. 1 for the following reasons [state reasons]

We are in dispute on Item No. 2 for the following reasons [state reasons]

We are in dispute on Item No. 3 for the following reasons [state reasons]

Based on this information, we are requesting that your office re-calculate the total amount of the bill in this claim. By our calculations, the entire amount owed to satisfy this claim in its entirety is \$_____.

[Optional] As soon as you confirm this in writing, we will forward payment to you immediately.

[Optional] Thus, to avoid any negative credit reporting, we are forwarding payment for the amount owed according to our calculations.

[Optional] By accepting this payment in the amount we believe is the correct amount, and by negotiating our check, your company agrees either to settle this entire bill for the amount of the check, or not to negotiate the check and return it to us. [If you use this provision, you should type similar language on the reverse side of the check, under the endorsement section as well.]

Of course, it should be clear that we believe that we do not owe the additional amounts, and that we are not responsible in any manner for any other charges.

Thank you for your help in completing this matter as soon as possible. Please contact me immediately if you have any questions.

Sincerely,

By _____
[Your Name]

Enclosures: Check in the amount of \$_____.