



HST UNIT POLICY

Insurance Information:

Patients are required to provide accurate insurance information and notify our office of any changes with insurance, address, and phone numbers. If there's a change to your insurance and we are not notified prior to that change or do not accept the new insurance, you may be responsible for payment in full.

Co-payments:

Co-pays are due before an HST (home sleep apnea testing unit) is dispensed to you. You're responsible for knowing your coinsurance, deductible, benefits and coverage.

HST Policy for Pick Up and Mailing:

Getting your HST:

- Mailed: Sleep Insights will mail the HST directly to your house. It must be your physical address and not a PO Box.
- Picked up: You will pick up the HST at your local Sleep Insights location and return the HST to that same location.

Before we will mail you the HST or before you can pick it up:

- You must have paid your co-payment in full or have agreed to a payment plan.
- All necessary paperwork/agreements must be filled out and signed.

Returning the HST:

- Mailed: If the HST was mailed to you, you must send the unit back within 72 hours of receipt. Please make sure all HST parts are placed into the case before return shipping. Refer to the Return Chart below for shipping timeframes.
- Picked up: If picked up at one of our locations, the HST must be returned to Sleep Insights within 24 hours.

If additional time is needed with the HST, it must be approved by a member of the Sleep Insights staff. Please contact us so we can work with you on a new timeframe.

SHIPPING RETURN CHART

If you received the HST in the mail on:	You need to place the HST in mail no later than:
Monday	Thursday
Tuesday	Friday
Wednesday	Saturday
Thursday	Monday
Friday	Monday
Saturday	Tuesday