

OFFICE POLICIES

- 1. REFILLS** Please call your **pharmacy at least 3 DAYS PRIOR** to running out of your medicine. The office has a “three working days policy” on turn-a-rounds for prescription refills.
- 2. FORMS** Please allow at least five business days for forms to be completed. There is a \$15.00 charge for all forms that require a signature by the physician. Forms are to be left at the Front counter and **NOT** given to the doctor.
- 3. MISSED and CANCELLED APPOINTMENTS** There will be a **\$25.00 fee** for ALL **follow up** appointments and **\$50.00 for all infusion** appointments which are missed and for all appointments that fail to be cancelled or rescheduled within 24 hours of the scheduled appointment time. The charge for a **new patient** appointment will be **\$50.00**.
 - **Our schedule is very full and missed appointments mean that someone else who needed to get in to see the doctor, will not have that opportunity.**
 - **If you are running late for an appointment, please call. If you are more than 15 minutes late and the doctor is busy, your appointment will be rescheduled.**
- 4.** You **MUST** notify the Front Desk **BEFORE YOUR APPOINTMENT** if there have been **ANY CHANGES TO YOUR INSURANCE**.
- 5.** Please bring an updated list of your medications and dosages or bring the medications with you to each appointment.
- 6.** It is your responsibility to obtain any referrals your insurance carrier requires. Your appointment may be rescheduled if a referral is required and is not in place at the time of service.
- 7.** Notify the Front Desk of any **address or phone number changes**.
- 8. ALL COPAYS WILL BE COLLECTED AT THE TIME OF SERVICE.**
- 9. ALL BLANCES OVER 60 DAYS WILL ALSO BE COLLECTED PRIOR TO YOUR APPOINTMENT.**

We very much appreciate your compliance with our policies and we appreciate having you as a patient.