

OFFICE POLICIES

OFFICE VISITS:

Please bring your insurance co-pay, insurance card, and medication bottles to every visit. Please come 10 minutes before your appointment time for a follow-up visit and 20 minutes early if you are a new patient.

LAB APPOINTMENTS:

If you are scheduled to get fasting bloodwork, you may (and should) drink water prior to the appointment so that you are not dehydrated. Do not eat anything after midnight the night before your lab appointment.

CANCELLATIONS:

If you cannot make it to your appointment, please cancel 24 hours in advance. This will allow other sick patients to be seen. There is a \$30 charge for unkept appointments.

PRESCRIPTION REFILLS:

When you need a refill of a medication that has been previously prescribed for you, please call your pharmacy and have them fax a refill request to our office. We can then fax them a prescription. Do not wait until you are down to your last pill; allow 24 hours for the prescription order to go through. New prescriptions typically require an appointment in order to evaluate the appropriateness of the medication for you.

PAPERWORK:

There is a \$10 fee for any paperwork that needs completed outside of an appointment.

FINANCIAL:

All copays, deductibles, and any charges not covered by insurance are due at the time of service.

All bills/invoices received by mail must be paid within 30 days of receipt unless payment arrangements have been made by the office manager.

We accept Mastercard, Visa, cash, and some checks. We do not accept checks for amounts greater than \$50. There is a \$25 service charge for returned checks.

MANAGEMENT