

Office Policies

Office Hours: Monday-Friday, 9:00am-5:00pm

By appointments only. Please call at least 24 hours in advance if you are unable to keep your scheduled appointment.

Co-Payments: All insurance co-payments are due at the time of the office visit prior to seeing the doctor. This office accepts **CASH, CHECK, & CREDIT CARDS**

****All coinsurances, and deductibles will be collected at time of visit as well.**

Referrals: If the insurance requires a referral it must be present at the time of visit. Patient will not be seen without a proper referral.

Prescriptions and Refills:

If you need a refill, please call well in advance and allow 24 hours for your request to be completed. We do **NOT** call in prescriptions after business hours.

****Controlled medication cannot be refilled without a recent appointment for health and safety reasons.**

We do **NOT** routinely prescribe **narcotics** for chronic use. We do **NOT** call in narcotics after hours. Chronic need of narcotics will be **referred to a pain management specialist.**

Labs and Tests: We do not routinely call with normal or insignificant results. Most lab results will be discussed at your next visit unless there are findings require an immediate change of your treatment.

Disability/ Insurance forms/FMLA/ SS paperwork/ Medical Records:

Many paperwork cannot be completed without a doctor's visit. Please allow up to 7 days for paperwork to be completed. A fee will be charged for **all** paper work and records.

Billing: Depending on your insurance, you may be responsible for the balance and receive a bill from us. A fee will be charged for returned checks. Payment arrangements can be made if you cannot pay the entire balance. **Balances not paid after 4 months will be referred to a collections agency.**

***All balances must be paid at the time of visit prior to seeing the doctor.**

Thank you for your understanding and cooperation!