

OFFICE POLICIES

Copays due at time of appointment

ALL Prescription Refills

We require **one week** notice for **ALL** prescription refills.

Lab and Procedure Results

Please allow one week for results to be called. Once the doctor has reviewed the results you will receive a call from one of our Medical Assistants.

Phone Calls

All phone calls will be returned as soon as possible depending on the urgency. Some concerns may require a follow up appointment.

Referrals / Authorizations

We require **one week notice** on all Insurance referral / authorizations

ALL Medicare Patients

Schedule your Medicare Annual Wellness Visit

(The contents of the Medicare Annual Wellness Exam are specifically defined by Medicare guidelines and includes specific items not included in our normal annual exam. It cannot be combined with a routine follow up appointment or annual physical)

Hours

Monday, Tuesday, Thursday 9:00-5:00
Wednesday 9:00-3:00 (staff here until 5:00)
Friday 8:00-1:00

Patient Signature _____

Date: _____