

# REFERRAL POLICY

## RULES AND GUIDELINES:

1. All referrals need to be made by the referring physician.
2. As soon as you are given an appointment, call the office and notify us of the date, place, reason, and specialist's name.
3. As some insurances need to approve the referral, Please give the office 5-10 days notification prior to the appointment.
4. If the specialists require a follow-up visit please let the receptionist at the doctor's office know that they need to send us the consultation notes. These notes will be used to complete prior authorization for your next visit.

# FORMS & RECORDS

The doctor will only fill out forms that need a physician's approval. Please be aware that the doctor will not approve all forms. Please be advised that we do have a pending period.

## FORM GUIDELINES:

1. Forms have a two week pending period.
2. There will be a fee for filling out forms. Please ask the receptionist for prices.
3. We DO NOT accept all forms.

## RECORDS:

1. Please be sure you have all the information needed to send or request records.
2. Records have a 2- week pending period.

# MEDICATIONS

Please bring all the current medications with you on the day of your visit. If you do not have your medications or a list of medications, we may reschedule your appointment.

## PRESCRIPTIONS

Prescriptions will be taken care of during business hours only. We DO NOT approve prescriptions over the weekend. Prescriptions and prior authorization will be done within 72 hours. If you have a refill request or new prescriptions please ask the receptionist to assist you.

On the day of your appointment please be sure to inform the doctor or the nurse if you need any prescriptions.

# CHARGES

## ALL CHARGES ARE DUE AT THE TIME OF THE VISIT

We will verify with your insurance before or on the day of your appointment. The co-pays or deductibles are verified with your insurance.

Cash patients, please ask the front receptionist about fees before visit. The fee schedule will depend on the visit charge. We will be happy to give you a quote. Fees will be due before service.

Payment methods: Cash, Credit card/ Debit card, Checks.

There will be a charge of \$35.00 for returned/NF checks.

## NO SHOW FEE

If you are unable to keep your appointment please contact our office as soon as possible. A \$25.00 No show fee will be billed if you do not cancel your appointment within 24 hours.