



Notice to Patients

PRESCRIPTION REFILLS

Up to 72 hours is required for prescription refills, from the time our office receives the pharmacy request. Multiple calls within the 72 hour time frame does not ensure that the prescription request will be processed in a timelier manner.

In order for the physician to approve the refill request, the patient must have an upcoming appointment scheduled with the physician. If an appointment has not been scheduled, there will be a prescription refill delay.

Physicians will only approve 90-day prescriptions at the time of the patient visit.

CHARGES ASSESSED – FAILURE TO ATTEND SCHEDULED VISIT

All patients unable to withhold scheduled appointments are required to notify the practice one business day prior to the appointment. Our reception desk accepts calls from 9:00 a.m. until 5:00 p.m., Monday through Friday. The answering service has been instructed NOT to take cancellation calls from patients.

All patients who fail to notify the practice within ample time of canceling a scheduled appointment, will be charged a \$50 No Show Fee.

COMPLETION OF FORMS BY THE PHYSICIAN/THERAPIST

All forms that require the physicians and/or therapists information (e.g. return to work form), please allow a one week minimum for the physician and/or therapist to locate all documents needed to support the form request.

All Disability paperwork should be completed during a scheduled visit.