



***Prescription Refills***  
***Document Fees and Cancellations***

Beginning on January 1, 2008 we will be adopting a new policy regarding medication refills. We thank you in advance for your cooperation in following our instructions. You are always welcome to call us if you feel that it is necessary. However, it is important that when you need a refill you call the pharmacy, not our office with your request. We will work directly with the pharmacist to insure prompt attention to your needs.

Please be aware of the fact that when an appointment cancellation becomes necessary, you must call our office no later than 24 hours before the appointment in order to avoid paying a fee for late cancellation. The reason for this request is that we can reschedule the appointment and allow another patient to take advantage of that time. A fee of \$20.00 will be charged for any appointment that is not cancelled within the specified time; for procedure appointments the fee will be \$50.00.

When disability forms are required, our office should be informed with five to seven days of anticipation in order to complete them. Please understand that our treatment plan does not include this service, a fee of \$25.00 per page will apply.

Medical records can be provided after five to seven days from the time they are requested. The fee for medical records is \$25.00 for the first 20 pages and \$5.00 for each additional page.

Patient Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Witness Signature: \_\_\_\_\_ Date: \_\_\_\_\_