

PRO SPORTS AND PRO SPINE

Dear Patients:

The following information is for your convenience and is provided to help you understand and give consent to some of our policies and procedures.

- Insurance co-pays, deductibles, and any co-insurance are due at the time services are rendered. If payment is not received there will be a \$15.00 administrative fee added to your balance. If we do not participate with your insurance company, payment is due in full services are rendered. We can file your insurance as a courtesy.
- Prescription refills will be called in by 5:00 pm. Please check with your pharmacy prior to calling the office to see if your prescription has been received. Prescriptions will **NOT** be called in after 5:00 pm Monday-Thursday and Friday's after 3:30 pm or on weekends.
- Pro Sports and Pro Spine takes pride in improving your health record. We have begun the first stage of Electronic Health Record which is Electronic Prescriptions. This enables us to receive your last 13 months of medication history for medications prescribed to you through electronic processing. It will not include every medication you take. Pro Sports and Pro Spine will submit any medications electronically that is authorized.
- Pro Sports and Pro Spine requires necessary paperwork, diagnostic testing film and results. Without such your appointment may need to be rescheduled. If you are late for an appointment, we may need to reschedule you to accommodate patients who are on time.
- There is a \$10.00 charge for any disability or insurance forms needed to be completed. Please allow (7) seven days for the paperwork to be completed. Payment is required prior to forms being completed.
- When copies of X-Rays or medical records are needed we require 24-48 hour notice. There is a fee to write X-Rays to CD of \$15.00 and \$1.00 per page for coping of medical records.

Your signature below acknowledges that you understand all of the above polices and procedures.

Patient Signature

Date