

APPOINTMENT POLICIES:

We want the office to be a pleasant environment that runs smoothly and efficiently and is respectful of the patient, the office staff and the physicians. While emergencies may arise and some patients may require more time than others to address their concerns, in general each patient should expect to be seen at the time you are scheduled.

APPOINTMENTS:

- 1) We will make every effort to see you at a time convenient to your schedule, however, in order to provide the best service to our patients you may need to adjust the time you wish to be seen
- 2) We will respect you by minimizing your wait time. In return we ask that you arrive in the office 15 minutes before your scheduled appointment time so that you can check in and be ready to be seen when you are scheduled.
- 3) If you need to cancel your appointment please call and do so at the earliest possible time so that we can accommodate another patient in your place. We will make every effort to reschedule your visit.
- 4) Failure to call and cancel an appointment is inconsiderate of the physician, office staff and other patients who may want to be seen. Failure to call and cancel an appointment at least one day in advance will result in your being charged for the office visit. Patients who miss two consecutive appointments may be terminated from the practice.

ON THE DAY OF THE APPOINTMENT:

- 1) Please bring to the appointment:
 - two forms of identification including one with your picture
 - a referral slip if needed
 - your insurance card
 - a completed medical history (available on website)
 - copies of any prior studies (CT scan, MRI, Vascular Lab or Doppler Study). Please bring a disc with the studies so they can be reviewed by the doctor in addition to the report. This is usually available from the hospital or facility where the study was done. If you have had vascular surgery please bring a copy of any operative notes if possible.
- 2) Many patients will require vascular lab studies to complete their evaluation. If you know that you need a vascular lab study please mention this at the time you request an appointment so it may be scheduled. Whenever possible we will schedule this study on the same day either immediately before or after you see the doctor. However since the time to perform these studies varies, there may be some delay between your vascular study and when you see the doctor. If this poses a problem we can schedule a separate visit for the study.
- 3) In general you should expect about 15 minutes with the doctor for a follow up visit and 30-45 minutes for a first time visit. If you are to have a vascular lab study you will need to add 45-60 minutes to this time.
- 4) Office procedures will be scheduled separately and the time for these procedures varies.

PAYMENT POLICIES:

We participate with most major insurance plans. Please provide us accurate and current insurance information so that we may verify your eligibility and avoid charging you for uncovered services. Failure to provide accurate information may result in cancelling your visit or billing you directly for any uncovered services. You are responsible for any copay at the time of your visit. We will accept personal checks, cash, or credit cards. We will provide you with a receipt of payment,