8. Office hours are from 8:00AM-5:00 PM Monday through Thursday and 8:00AM-2:00PM on Fridays. Our office is closed for lunch from 1:00PM-2:00PM Monday through Thursday. We do not answer the phone during lunch but you are able to leave a voicemail. The phones turn off at 1:00PM on Fridays.

9. The standard charge for a new patient evaluation is $395.00. Follow-up appointments are $130.00. We no longer accept any insurance so all patients will be self-pay.

10. We accept cash and credit card payments only and do not accept checks of any kind for payment of services. All services must be paid in full at the time of service.

11. Please schedule your appointment to anticipate that we may run behind for emergencies or additional time needed by patients. When making a return appointment please keeps in mind that your provider can be fully booked up 4 to 6 weeks. Please make your appointment in a timely manner.

12. Insurance companies may require a prior authorization for your medications. As a courtesy, we will contact your insurance once the pharmacy has faxed us the denial. It may take 3 to 5 business days for your insurance to complete the prior authorization. If denied again by your insurance we do not do an appeal unless approved by your provider and a cost of $50.00 for the appeal will apply. This does not guarantee it will be approved by your insurance.

13 Please be courteous to your fellow patients. If you must talk on the phone while in the reception room, please step into the hallway.

14. I give consent for providers and staff to email, text, Skype, Facetime or use other devices to communicate. I understand the integrity of security solely relies on the standard methods of the program's protocols.

We are attempting to provide you with the best service possible and want you to know that we appreciate you as a patient.

_____ _____

Patient or Guardian Signature Date