



**The Office of
Dr. Lloyd Takao, MD**

To our patients,

Our practice may provide services outlined below, which are not reimbursed by your insurance. You will be asked to pay for these services when you require them. All fees must be paid before a new appointment can be scheduled.

Copays: Copays are due at the time of service. If your insurance has changed please bring your new insurance card and we can update your billing information.

Physical Health Forms: Dr Takao reviews the chart, vaccine history, recent visits, past trauma and more to ensure each patient's safety and health. Copies of medical records or completion of forms (return to school or work, sports, camp, DMV, disability, FMLA, or college applications) brought in *at the time of your child's appointment* can be completed at **no charge**.

At any other time, all forms must be emailed or faxed to the office for a **\$25 (1-3 pages) - \$40 charge (4 or more pages)** and will be returned to you in 5 days. Expedited forms can be completed for a **\$50 charge**, and returned within 48 hours. Payment is expected upon completion of the form/pick up the form.

Copying of Records: Relevant information pertaining to the patient including the most recent well-child visit and labs, can be faxed or emailed for a **\$35** fee. If you would like to send the complete chart, a **\$50** fee is charged.

Late, No-Shows, and Cancellations: If you are more than 15 minutes late, your appointment will be rescheduled. We kindly request advance notice when you are unable to keep your appointment. Failure to cancel your appointment with less than 24 hours notice will result in a fee. You will receive a bill from our Billing Department for the following charges: **\$50** No Show Illness/Acute Exam and **\$100** No Show Annual Physical Exam.

Nebulizers: We offer an in-office rate for Pulmo Aides, available for \$75.

I read the above and understand the terms:

Patient Signature: _____

Date: _____