

Dr. Nancy Neighbors, M.D.
OFFICE POLICIES AND PROCEDURES

Please read carefully as this is a list of our fees and policies regarding appointments and insurance.

- Patients are seen by appointment only Mon-Fri 8-11 and 1:30-4.
- Patients are responsible for calling insurance company to make sure that we are a participating in-network provider.
- Any insurance requiring Prior Authorization will result in a yearly fee paid by the patient of \$50 and it may take up to 2 weeks for us to be able to call the insurance company.
- Prescriptions will only be written at the time of an appointment. Any prescription written or called in to the pharmacy outside of the appointment time will also result in a 25.00 fee per prescription.
- Any patient on routine medications is required to be seen every 6 months or more often depending on diagnosis.
- Fasting blood work may be required a week prior to 3 and 6 month follow ups if you miss your lab appointment you will have to reschedule your follow up appointment.
- All prescriptions require a 24 hour notice.
- All letters and medical forms require 1 week notice.
- Co-payments are due at the time of service.
- Balances are due within 30 days. All balances over 90 days will be sent to a collection agency.

FEES NOT COVERED BY INSURANCE

1. Missed Appointments (with no cancellation call)	\$25
2. Missed Physicals (with no cancellation call)	\$50
3. Prior Authorization (annually)	\$50
4. Prescription not written at time of appointment	\$25
5. Medications called in without appointment	\$25
6. Medical Forms	\$25-\$50
7. Letters	\$25-\$50

Name of Patient (Please Print)

Date

Signature of Patient

Signature of Responsible Party