

BABA HEALTHCARE, INC
Geetha Priyanka, M.D.
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POLICIES OF THE OFFICE

1. Our office hours are: 8:00am - 5:00pm Monday, Tuesday, Thursday, and Friday
12:00pm - 1:00pm Office is CLOSED daily for lunch
12:00pm - 8:00pm Wednesday
2. All payments and/or co-payments are due and payable at the time service is provided. Our method of payments are VISA/MASTERCARD/AMEX/DISCOVER credit or debit cards, check or cash. There will be a return check charge of \$25.00.
3. We ask the patient or family member contact our office 24 hours prior to canceling an appointment. If three (3) canceled or missed appointment occur it may result in being discharged from the practice.
4. The patient is responsible for the selection of the correct laboratory, radiology, imaging facility and hospital as authorized by your insurance carrier. The practice and/or staff will not be held responsible.
5. **Patients will need to bring all of their prescribed medications and any vitamins, herbs, or over the counter medication you routinely take each time you come to our office.**
6. We advise you to contact our office at least five (5) days prior to running out of medication. If at all possible contact your pharmacy to have them fax a request to our office (if you choose this option you will not need to contact our office directly). We would prefer not refilling medications after hours because of legal issues. Except absolute emergencies. No routine pain medication refills will be authorized over the telephone. **The following suggested is a method to maintain your medications without interruption.**

EXAMPLE: Upon receiving your prescription you should count the number of pills you received and compare this to the number of pills indicated on the label (this is especially important with thirty (30) day supply of medication to be taken only once per day, then take out (5) pills and place them on the bottom of the bottle, then place cotton in the bottle and remaining pills on top. When you reach the cotton you will know that you have (5) days remaining and it is time to telephone the pharmacy if you have the refills remaining or call our office before taking the last five (5) days of medication. Our staff will need the pharmacy telephone number, the name of the medication, the dosage, and strength of the medication which are listed on your prescription bottle. If you choose to call the pharmacy you will only need to give them the prescription refill number even though you may not have refills, the pharmacy will request the refills for you by sending our office a fax or telephone request for you.

7. All patients telephone calls will be handled by the office staff so please give them detailed messages. If needed the physician will call you.
8. All **normal** laboratory results will discussed with the patient at the next follow-up visit, if the follow-up visit is in within one (1) month, if you have not received a call from our office with a month period from the date of your testing, then please contact our office. Abnormal laboratory results will be discussed with the patient at their next follow unless further testing is needed or urgency is required. If so, you will be contacted immediately.
9. We have displayed the notice of privacy forms in the waiting room. If you have any concerns you can contact the office staff.

Name:

Signature:

Date: