

OFFICE POLICY & GENERAL INFORMATION



INSURANCE

Please have your insurance card and a photo ID with you for your appointment. **Our office is not contracted & will not accept any forms of Medicaid. The deductible and co-insurance will be the patient's responsibility to pay for the services rendered. QMB, SSI or Dual Complete members will not be affected.** If you show up without proof of insurance, you will be fully responsible for all charges and will be charged for the visit. There will be no exceptions. If your insurance changes, it's your responsibility to bring in your new insurance card so we can update our records and verify your coverage.



CANCELLATION & NO-SHOW POLICY

Our patients' time is very important to us. If you need to cancel or change your appointment, call us within 24 hours of your scheduled time. We will make every effort to get you rescheduled in a timely manner. By not calling in advance or not showing up for your appointment, you will be charged \$50.00 for any appointment and \$60.00 for any procedures, testing, or surgery consults.

This will be collected on your next visit! (No Exceptions)

Please initial that you understand our policy. _____ Initial Here



PRESCRIPTIONS

To efficiently refill your prescription that was written by Dr. Rosen, have your pharmacy fax a request to our office at 321-267-5141. Allow a minimum of 3-4 business days for our office to process your request and your prescription to be filled.



HIPAA

Our office is compliant with all mandated Hippa privacy requirements. Please make sure when you fill out the privacy form, that you include all persons' you would want to release your medical information. If the name does not appear on your privacy form, we will not divulge any of your information.



MEDICAL RECORDS

A medical release form must be signed by you to release your records to another facility. Allow 2-3 business days for this request once the form is signed.

If you want copies of your medical records, the charges are, .50 cents a page for medical records, \$10.00 for each x-ray film (if available) and \$5.00 for each digital x-ray disc. Allow 3-4 business days for pick of your records. For film x-rays allow 3-4 weeks for pick up.



CO-PAYMENTS/Credit & Debit Card Fee's

All co-payments/co-insurances will be collected at the time of your appointment. All services rendered without coverage of insurance will be collected at check out. **All credit card charges will have a 3% administration fee. (No Exceptions)**

Signature

Date