

Office Policies

We request that a parent be present in the office at all times when the patient is being seen (for patients under the age of 18). If you are unable to be present please inform us in advance, in writing. Also please give us the authorization to see the child(ren) with whom you designate to bring your child(ren) to that appointment and if you give permission for vaccines to be given in your absence.

Please be considerate and arrive on time for appointments (ideally 10 minutes early). If you think you may be late please call the office to let the front desk staff know you are on your way and approximately how late you will be.

Prescription refills will only be done during office hours.

We will only write for refills on medications that we have prescribed (we will not refill medications from other Doctors).

When calling to schedule appointments please give your child(ren)'s first and last name, date of birth, and a brief description of your child(ren)'s symptoms.

*Appointments canceled less than 24 hours in advance or missed may have a charge associated with a missed appointment.

After Hours on Call

A charge may be applied to the patient's account for calls made to the on call Physician, after office hours. The amount will be a minimum of \$15.00/call for calls made before 10 p.m. and a minimum of \$25.00/call for calls between 10 p.m. and 8 a.m.

(301) 908-5075

(Only answered after the office closes)

School & Medication Form Policy

It takes 3-5 business days for the forms to be completed by the physician.

Please fill out **all** of the parent's/guardian's portion before turning in the forms so they don't get lost if separated from your child's chart (for medication forms please have one form per medication and please fill in the name of medication, dosage, and when the child takes the medication.).

When requesting completion of school forms please note that there is a charge due when the forms are dropped off. The charge is as follows:

\$10 per School Form*

\$5 per Medication Form

**If the forms are lengthy or complicated there may be an additional fee. Please pay the initial charge when dropping off the forms.*

Referrals

If your insurance company requires a referral to see a specialist please contact the office. (It is your responsibility to find out if your insurance company requires a referral.)

Referrals take 2-3 business days to process. When requesting a referral please have the name of your insurance, physician's name that you will be seeing, their specialty, address, phone and fax number. Please indicate if you will pick up the referral, or would like us to fax it.

Same day referrals can be done for **emergency** cases **ONLY**.