

OFFICE POLICY HANNA LESICKA MD., F.A.A.P., PC

We are committed to providing you with the best possible care. Your clear understanding of our various policies is important to our professional relationship with you and allow us to fulfill our mission as your Care Provider.

- **Copayments will be collected at check-in.** They are due at all time of each visit. We accept cash or checks ONLY. **NO credit creds are accepted.**

**Missed Appointments**

- By making an appointment you reserve a specific time for your visit. Your time slot was reserved just for you and if you miss it we can't offer it to anybody else.
- There is a **\$25.00 charge** for missed appointments if we are not notified of the cancellation at least 24 hours ahead of the scheduled appointment. This fee is not covered by the insurance and it is to be paid prior to our scheduling of a NEW appointment.

**Insurance**

Your insurance policy is a contract between you and your insurance company. **It is your responsibility to know what is covered under your specific plan.** We do not become involved in disputes between you and your insurance company regarding coverage charges, deductibles and co-payments, etc. Once your insurance company has paid its portion of your bill, any remaining balance is due within 30 days.

**Appointment Policy**

- Please arrive early. Allow time for parking and check in.
- Schedule your appointment by calling 718-349-2442. Appointments are given on a first available basis.
- Patients who arrive on time are seen at their appointment time ahead of those who arrive late. If you arrive late we may need to abbreviate or reschedule your child's visit.
- **Late arrivals (more than 15 minutes) for a well- child visit and physicals will be rescheduled for the next available appointment.**

- Appointment for additional children must be made by phone prior to coming to the office. If you would like another child to be seen please schedule appointment for both children prior to arriving at our office. No medical advice will be given for children other than the ones that are scheduled for the visit.

**Health Form and Referral Policies**

- The charge for completion for NON-MEDICAL forms/letters is \$5.00 per patient . The front office staff does not have the authority to alter, reduce or change these charges.
- Turnaround time for form completion is 48 hours. Parents are strongly advised not to wait until the last moment to review paper work needed for their child's program or school.
- Most forms require the information to be based on an examination performed within **12 months** of the date the form is completed. No form will be completed for any patient who has not had a physical examination in our office in more than 12 months. Please be aware of the requirements on the form you are submitting.
- **Forms are completed based on examination performed by Dr. Lesicka only.** Exams performed by other providers, such as Urgent care centers will not be signed by Dr. Lesicka.
- **Referral and Authorizations require 48 hr. in advance notice for our staff.** No specialist referrals will be issued without prior visit and clearance with Dr. Lesicka.

**WE THANK YOU FOR YOUR COOPERATION!**

PATIENT NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_