

DR. RELDAN'S OFFICE POLICIES

Welcome! We are confident that your experience here will be positive and rewarding. In order to avoid confusion, please take a moment to read our office policies below. Dr. Reldan welcomes all new and returning patients. She is honored by your confidence and trust.

OFFICE HOURS

- ◆ Dr. Reldan sees patients Monday through Thursday from noon to 4pm. You can set up an appointment by calling (858) 349-0613 or emailing Dr. Reldan at jreldan@san.rr.com

FEES AND PAYMENT POLICY

- ◆ The regular fee for a 60-minute visit with Dr. Reldan is \$200. Payment is required in full at the time of service. Payment methods accepted include Visa, MasterCard, American Express, personal checks and cash. Personal checks should be made payable to Jane R. Reldan, M.D., Inc. There are some circumstances when a longer visit may be required; for example, a complete physical exam takes about two hours. The cost for a complete physical exam is \$400. Other professional services--in or out of the office--including house calls and phone calls, will be charged in increments of 15 minutes. For example, 15 minutes beyond one hour will be billed an additional \$50.

INSURANCE POLICY

- ◆ *Dr. Reldan does not accept any insurance plans.* At the conclusion of your visit, our office can provide you with an invoice which you can submit to your insurance company for possible reimbursement. You cannot submit the invoice for reimbursement to Medicare or to any HMO plans.

PRESCRIPTION POLICY

- ◆ Prescriptions are filled during office hours only. Due to strict governmental guidelines, Dr. Reldan will not be able to authorize a refill of a California security prescription without first conducting an in-office examination.

CANCELLATION POLICY

- ◆ Please provide 24 hours notice when canceling an appointment. Anyone who has not canceled 24 hours prior to their scheduled appointment, will be billed at the full rate of \$200. This fee must be paid before future appointments can be scheduled.

EMERGENCIES

- ◆ In case of a medical emergency, please call 911. For urgent medical questions after hours, call (858) 349-0613 for further instructions.

Your signature below indicates that you have read and understand these policies.

Signature

Date