



Please read each policy:

Controlled Medications: All narcotic medications will be discussed by appointment only and prescribed at your provider's discretion. Controlled medications being refilled require an appointment every 1-3 months and will only be refilled at the discretion of Dr. Jamil or Dr. Ammunje.

Medication refills: Office visits are required every 1-4 months to monitor the conditions in which you are being treated. At your scheduled office visit, the provider will discuss appropriate monitoring intervals for your medications. Some medications are best monitored with laboratory testing in addition to an office visit. These include cholesterol lowering medication, blood pressure, diabetes medication, and thyroid supplements. Your doctor will advise you when to follow up. Please allow up to three business days for any requests not made during your office appointment. We do not refill medications outside of our business hours.

No Shows or Cancellations: As a courtesy to other patients needing appointments, please give us at least 24 hours' notice if you will not be able to make your scheduled appointment time. Excessive abuse of the policy will be subject to a *\$25 fee for each no show* and your insurance will be notified. Dr. Ammunje will discharge her patients after 3 no show appointments.

Payment: All CO-PAYS, DEDUCTIBLES and BALANCES OWED are due at the time of your appointment. Balances that remain unpaid after 90 days of the initial statement will be subject to being transferred to a collection agency and a 33% fee will be added to the amount owed. However, we do accept monthly payment plans and suggest initiating this so that your account is not sent to collections.

Forms: Disability, FMLA, attorney forms, etc. will be reviewed by appointment only. You must bring these forms with you at the time of visit. We do not currently charge for this service; however, we do require all information available for the physician. Please allow up to 7 business days for completion of these forms.

Inappropriate Behavior: Inappropriate language (profanity, vulgarity), threats, behavior, and/or harassment (unwelcome contact, whether verbal, nonverbal, physical, or visual that is based on a person's status such as sex, color, race, ancestry, national origin, age, disability, job status or personal characteristics) will not be tolerated and will be grounds for immediate dismissal from practice.

New Medications: We do not prescribe new medications without first evaluating a patient. This includes pain medications, antibiotics, medications from other providers or clinics or any other medications that have not already been prescribed by the physician.

Please inform us of any changes to your health history, pregnancy, new medications including antibiotics or any new surgeries at each visit.

Thank you for your cooperation and understanding of our policies.

Name: _____

Date of Birth: _____

Signature: _____

Date: _____