

OFFICE POLICY

\$ 10 fee is required for filling out all forms and copies of patient records.

No charge for EDC and work/class excuse letter. All Forms and Letters for Patients need 3-5 days for completion (visa letters, disability, WIC & insurance forms, etc.).

It is the Responsibility of the Patient to provide us with change in their phone number, address or insurance coverage.

We cannot see a New Patient on their First Visit without their Insurance Card.

Every New & Existing Patient seen in this office has their Insurance Eligibility Checked at every Visit.

If your Insurance has Expired or Changed we will be unable to see you except with your new Insurance Card or Cash Payment for your visit.

NO EXCEPTION WILL BE MADE REGARDING OUR OFFICE POLICY

**Moin Shaikh
Office Manager**