



MediCorp Health System

Rappahannock Neurosurgery Associates

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Welcome to our office!

To help us serve you more efficiently we would like to introduce you to a few of our policies:

1. ***Please bring a list of all medications with dosages and all doctors involved in your care to your appointment.***
2. MRI, CT, and X-Ray scans from outside facilities must be brought in a week prior to your visit as the hardcopy (not disc). If your scans were done at a Mary Washington Healthcare facility we have access to those over the computer and it is not necessary to bring to your visit.
3. We hope you will take the time to fill out the Patient Information sheets and have them completed at the time of your initial visit. We will make a photocopy of your insurance card(s) and photo ID.
4. Payments on office visits are due when services are rendered. We accept cash, checks and all major credit cards.
5. There will be a nominal fee for medical records. .
6. We **DO NOT** refill prescriptions after business hours or on weekends.
7. Failure to cancel an appointment without 24-hour notice will result in a \$40.00 fee.

Enclosed for your convenience please find your appointment card, Patient and Insurance Information sheets to complete.

Should you have any questions concerning any of the requirements mentioned above please do not hesitate to contact our office. Thank you.

I have read and understood the policies as explained above.

Signature _____ Printed Name _____

G. Jeffrey Poffenbarger, MD

Archimedes Ramirez, MD

Rappahannock Neurosurgery Associates, LLC