

# Rappahannock Neurology Specialists

1101 Sam Perry Blvd. Suite 414 ♦ Fredericksburg, VA 22401 ♦ Tel (540) 899-1354 ♦ FAX (540) 899-1359

## Authorization to Leave Personal Health Information

Please indicate if we, the doctors and staff of Rappahannock Neurology Specialists may leave a message with test results or answers to questions when you are not available.

I authorize you to leave messages that may include test results, name of medication or information pertaining to my treatment on:

Home answering machine: Yes No Number: \_\_\_\_\_

Cell phone voicemail: Yes No Number: \_\_\_\_\_

With family member: No Yes: Name: \_\_\_\_\_

## Prescription Medication Refill Policy

- Prescription refills are processed Monday –Friday (9:00am to 4:00pm).
- Please allow 48 hours for processing
- No prescriptions will be refilled on Saturdays, Sundays or Holidays
- New problems or symptoms require a clinic appointment
- Medication request for controlled substance require a clinic appointment
- If you have a prescription for controlled substance from another practice, we will not refill the medication.
- Controlled substances/narcotic prescriptions require a follow up appointment every month
- No early refills will be authorized if medications are overused

## Missed Appointment

There will be a charge of \$40 for any appointment that is missed or not cancelled/rescheduled within 24 hours.

## Form Completion and Record Copying Fee

There is a fee of \$30 for the completion of forms. Please allow up to 1 week for completion. Examples include: FMLA, Insurance Short and Long Term Disability

Record copying fee: There will be a \$10.00 search and retrieval fee PLUS \$0.50 per page for up to 50 pages and \$0.25 per page thereafter.

I understand and accept the policies listed above.

Patient Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Patient Name: \_\_\_\_\_