



COMPREHENSIVE PAIN
MANAGEMENT SPECIALISTS

Office Policies

- If you are more than **15** minutes late for your appointment you may be asked to reschedule your appointment.
- The office will need **24-48** hours to process all medication refill requests. It is your responsibility to plan accordingly.
- Medical record, disability forms or letter requests must be made in writing, and can take **7-14** days to days to complete. We can provide you with the forms necessary to make your medical records request.
- All procedure appointments require that you have a driver.
(Exceptions: Trigger Point Injections and Occipital Nerve Blocks)
- There will be a **\$25.00** administrative fee for any medications that require a prior authorization. We will contact you before we initiate the request to get verbal authorization.
- Your co-payment is required at the time you check in for your appointment. If you fail to bring your co-payment and we must bill you for it, an administrative charge of **\$10.00** will be added to your invoice.
- You will be assessed a “*Missed Appointment*” fee of **\$25.00** for all appointment that you miss and fail to give at least 24 hours notice. As a courtesy you will receive a 48 hour reminder phone call, but ultimately the responsibility of the appointment rests with you. Please note who you speak to when you call to cancel your appointment, including the date and time.
- As a courtesy please turn off or silence your cell phones while in the office.