

CJIMA Office Policy

Any written prescriptions given by your provider must be presented to the front desk to insure a copy is placed in your chart.

Referrals

Most insurance plans require patients to be evaluated by their primary care physician before seeing a specialist. Referrals must be requested in advance. We require 5 business days to process your request. It is the patient's responsibility to make sure their referrals are up to date and have remaining visits on them before returning to a specialist's office. Keeping track of your referrals will allow you ample time to request additional visits, and provide our office the needed time to process your request.

Precertification

If precertification is required by your insurance for any radiology, cardiac testing and medications we require 72 business hours in order to process your request. Your medication may be subject to change at your provider discretion due to your insurance coverage.

Prescription Refills

Call your pharmacy prior to calling our office to see if any refills are remaining. A 48-72 business hour notice is needed for all prescriptions refills. For proper medical care, patients must be seen within 3-6 months depending on your medications. All mail order prescriptions require 2 week notice to insure timely delivery.

Disability and Insurance Forms

Once the paperwork is received in our office it can take 7-10 business days (this does not included holidays) to be completed. There is a \$20 fee to fill out all forms

No Show and Cancellation Fee

A 24-hour cancellation notice is required for all appointments. A \$25 fee will be charged for missed office visits and \$50 fee for missed physical appointments.

PAYMENT IS REQUIRED AT THE TIME SERVICES ARE RENDERED.

IT IS THE RESPONSIBILITY OF THE PATIENT TO NOTIFY OUR OFFICE OF ANY INSURANCE AND/OR DEMOGRAPHIC CHANGES

OFFICE POLICY IS SUBJECT TO CHANGE WITHOUT NOTICE

Print Patient's Full Name

Signature of patient/guardian

Date