



DR. DAVID F. COWAN

PRIMARY CARE SPECIALISTS OF ORLANDO, LLC.

OFFICE PROCEDURE AGREEMENT

PATIENT LATE CANCELLATION AND NO SHOW FEE'S: Patients are required to give Primary Care Specialists of Orlando, LLC. A minimum of 12-hours notice for a cancellation appointment. Appointments cancelled less than 12-hours in advance or patients who fail to show up for a scheduled appointment will be charged as follows:

Follow up appointments: \$ 50.00

Physicals: \$ 100.00

SICK PATIENTS: Sick patients must call the office (**407.855.2526**) as early as possible in the morning to be seen the same day. Otherwise, patients will be seen within 24 hours.

PRESCRIPTIONS: Prescription refills will be processed within 24 hours.

All HMO PATIENTS: All referral request must be made at least 72 hours (3-business days, not including weekends and holidays) prior to *Specialists* appointments. If adequate time is not given, patient will be asked to reschedule the appointment. It is the patient's responsibility to notify *Primary Care Specialists of Orlando, LLC.*

CELL PHONE USAGE: Cell phones must be placed on silent or vibrate mode upon entering office.

INSURANCE: Current insurance cards must be presented at each and every visit.

PAYMENT OF SERVICE: CO-pays and unpaid balances are required to be paid in full at the time of visit (*No Exception Without Prior Authorizations From The Office Manager Or Insurance Billing Department*).

NSF: Returned checks will be charged the amount of the Bank Service Fee (\$25.00-\$50.00). Only credit cards or cash will be accepted. Form fees range from \$10.00-\$50.00 each. These include Prior Drug Authorization forms, Disability forms, Nursing Home forms, Life Insurance forms, and Insurance Appeal letters.

I have read, understand and agree to the office policies stated above.

Patient Signature

Date