

# LEONEL HUNT, M.D., A MEDICAL CORPORATION

## OFFICE POLICIES

EFFECTIVE DECEMBER 01, 2008

### MISSED APPOINTMENT POLICY:

Dr. Leonel Hunt has recently implemented a new policy with regards to missed appointments. Effective December 01, 2008, if you are unable to make your previously scheduled appointment, **you must contact the office at (310) 423-9834 to cancel said appointment with at least 24 (twenty-four) hours advanced notice.** Those patients who do not contact the office will be charged a missed appointment fee of \$75 (seventy-five dollars).

Please be advised that insurance companies DO NOT pay for missed appointments.

Due to the growing shortage of specialists in this field, patients are routinely asked to wait weeks for an appointment because another person with a medical problem may have filled these slots; we feel that the application of this fee will provide a substantial deterrent to no-shows.

Our staff will continue to make every effort to call patients a day or two in advance to confirm appointments, **but it remains your responsibility to cancel or reschedule if you are unable to make your scheduled appointment.**

### If you should need medical/disability forms completed, please see the fee schedule below:

#### FORM COMPLETION AND PROCESSING FEES:

Initial State Disability Form	\$50.00
Continuation/Extension of State Disability Form	\$20.00
Initial Employment Disability Form	\$50.00
Continuation/Extension of Employment Disability Form	\$20.00
DMV Placard Form	\$5.00

You will be contacted to pick up the form(s) once they are completed

#### **ALL FEES ARE TO BE PAID UPON COMPLETION**

Fees may be paid: By cash

By check made payable to the order of Leonel Hunt, MD

We appreciate your cooperation. If you have any questions, please feel free to contact the office at (310) 423-9834

**I have read and understood these office policies:**

\_\_\_\_\_  
Patient/Guardian Signature

\_\_\_\_\_  
Date