



**CEDARS-SINAI
SPINE CENTER**

Gabriel E. Hunt, Jr., MD

Department of Neurosurgery

444 S. San Vicente Blvd, Suite 800 • Los Angeles, CA 90048

(310) 423-9941

OFFICE POLICIES

MISSED APPOINTMENT POLICY:

Dr. Gabriel E. Hunt has recently implemented a new policy with regards to missed appointments. **Effective July 1, 2009**, if you are unable to make your previously scheduled appointment, **please contact the office at (310) 423-9941 with at least 24 hours notice. Those patients who do not contact the office will be charged a missed appointment fee of \$150.**

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 being asked to wait weeks, if not months, for an appointment. Because another person with a medical problem may have filled these appointment slots, we feel that the application of the fee will provide substantial deterrent to no-shows.

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

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	\$ 6.00

You will be contacted when to pick up the form(s) once they are completed, turn around time is 1 week.

ALL FEES ARE REQUESTED TO BE PAID UPON COMPLETION.

Fee may be paid: By cash
 Paying by check, make check payable: **Gabriel E. Hunt, M.D.**

We appreciate your cooperation. If you have any questions, please feel free to contact my office (310) 423-9941.

I have read and understood the office policies:

Patient/ Guardian Signature

Date