

Urogynecology and Pelvic Surgery Center

POLICY FOR PRESCRIPTIONS AND FORM COMPLETION

EFFECTIVE 07/01/08

PRESCRIPTION MEDICATIONS: To refill a prescription, please allow 3 business days for processing. Only urgent prescriptions such as antibiotics will be called into the pharmacy within 24 hours. All routine prescriptions will be mailed to your home address. Please notify us prior to requesting the refill if you require a mail order or three month prescription. If you lose or misplace your prescription, a prepayment of \$10 will be required to receive a replacement.

IMAGING STUDIES: If you are given a prescription for an imaging study (i.e. sonogram, mammogram, CT scan, MRI, etc.) and you misplace it, you will be charged \$10 per prescription to receive another one. There will be a 3 business day turn around for us to process lost prescription requests. We will not fax a prescription to the imaging facility on the day of your appointment if you arrive and find that you do not have your prescription.

FORMS: Many patients require multiple forms or letters to be completed for employers, disability, travel, etc. A prepayment of \$15 - \$45, depending on the complexity of the paperwork, is required before any forms will be completed. This fee will not be covered by your insurance. Please allow 5 business days for form completion once your prepayment has been received.

With my signature I acknowledge that I have read and understand the above policies.

Patient Signature: _____ Date: _____

Parent or Guardian: _____ Date: _____

Relationship to Patient: _____

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