



TOTAL FOOT CARE
PODIATRIC MEDICINE & SURGERY

***DR. RICHARD S. COHEN**
DR. LION SASSOON

***DIPLOMATE AMERICAN BOARD OF PODIATRIC SURGERY**
CERTIFIED IN FOOT SURGERY

IMPORTANT OFFICE POLICIES

Cancellation/No Show Policy for Doctor Appointment

We understand that there are times when you must miss an appointment due to emergencies or obligations for work or family. However, when you do not call to cancel an appointment, you may be preventing another patient from getting much needed treatment. Conversely, the situation may arise where another patient fails to cancel and we are unable to schedule you for a visit, due to a seemingly "full" appointment book.

If an appointment is not cancelled at least 24 hours in advance you will be charged a forty dollar (\$40) fee and this will NOT be covered by your insurance company.

Scheduled Appointments

We understand that delays can happen however we do our best to see patients on time and minimize your waiting time.

If a patient arrives 15 minutes past their scheduled time we will have to reschedule the appointment.

Cancellation/No Show Policy for Surgery

Due to the large block of time needed for surgery, last minute cancellations can cause problems and added expenses for the office.

If surgery is not cancelled at least 3 days in advance you will be charged a seventy five dollar (\$75) fee and this will NOT be covered by your insurance company.

Account Balances

We will submit your bill to you insurance company for you. However you must pay your co-payment at the time of service. Patients who have questions about their bills or who would like to discuss a payment plan option may call the office to discuss this with us.

Account balances that remain unpaid 3 months after insurance payments are received will be turned over to a professional collection agency.

Print Patient Name

Signature Patient/Guardian

Date