



MSA Policies

- 1) **Regarding co pay's:** We will not bill for co pays. Your co pay must be paid at time of visit.

- 2) **Regarding medications:** As of January 1, 2009 there will be no refills called in after business hours. We ask that you make your doctor aware of any refills needed at the time of your appointment. If refills are needed in between appointments please call your pharmacy and ask them to fax us a refill request. It may take **up to 48 hours** from the time of your request.

- 3) **Regarding forms:** Please allow **7 days** for form(s) to be filled out. There will be a **\$15.00 charge** for **EACH** form that is filled out.

- 4) **Regarding medical records requests:** Please allow **48 hours** for all medical records requests.

- 5) **Regarding requests for disc/films of any kind:** Please allow **24 hours** when requesting film/disc of any kind. (Exp: MRI, CT, DEXA, XRAYs)

- 6) **Regarding cell phones:**
Please understand that your time with our provider is an extremely important time for you and the provider. Please turn **OFF** your cell phone while being seen.

I understand MSA' Policies.

Signed by: _____ Date: _____