

**KIDNEY AND HYPERTENSION SPECIALISTS
OF NEW YORK, P.C.
130 East 77th Street, 5th Floor
New York, NY 10075**

**Michael F. Michelis, M.D.
Maria V. DeVita, M.D.
Jordan L. Rosenstock, M.D.**

OFFICE POLICIES

CO-PAYMENT

Your co-payment is due at the time of your visit. Otherwise, there is a \$10.00 service charge for billing you after your visit, which will continue to be billed monthly until your bill has been paid in full.

CANCELLATIONS OR NO-SHOWS

There will be a \$50.00 fee for missed appointments, no-shows, or last minute cancellations. If you must cancel, please give the office 24-hour notice. We do have an answering service for after office hours, so a message can be left for us.

PRESCRIPTIONS & REFILLS

Must be obtained at the time of your visit with the doctor, otherwise your pharmacy and/or mail order company can fax in a refill request. No request will be taken by phone.

I have read and understand your office protocol.

X

(Signature)