

Frank Castillon, III, M.D.

Frank Castillon, III, P.A.

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IMPORTANT PLEASE READ

Thank you for choosing our practice for your medical care. In order to serve you better, please bring the following with you to your appointment.

- Completed new patient packet
- Referring physician's address and phone number
- Primary care physician information
- Referrals from your primary care physician
- Insurance cards
- Drivers License
- **Films or CD of your most recent MRI, CT, or X-rays (including the report)**
- Any previous medical records relevant to the reason you are here
- If you have an *Advanced Directive* or *Living Will*, please bring a copy for your chart

OFFICE POLICIES:

- **If unable to keep appointment please give us a 24 hour notice, failure to notify will result in a \$35.00 charge.**
- Please arrive 30 minutes prior to your appointment time in order to complete all of the necessary paperwork (new patients). Established patients are recommended to arrive 10-15 minutes prior to appointment. For the courtesy of our other patients and staff, please call if you are running late.
- Co-pay is due at time of service.
- **We DO NOT CALL PRESCRIPTIONS ANY TIME AFTER HOURS.** This includes evening and weekends. Prescriptions are refilled Monday – Thursday from 9am to 4pm, Friday 9am to noon.
- We do not evaluate or treat patients for work-related injuries unless prior authorization has been obtained (ie, "Work Comp"). We do not evaluate or treat patients with injuries or symptoms related to accidents involving litigation/legal issues.

We appreciate your time and assistance in this process. Should you have any questions please feel free to call.

I understand and accept the above office policies.

Printed Name

Signature

Date