

Office Policies

Effective April 1, 2006

Cancellation Policy

In respect of Dr. Pollycove's time, if you have not notified us of an appointment change or cancellation **TWO BUSINESS DAYS** prior to your appointment, a \$75.00 fee will be assessed to your account.*

***No Shows**

A \$175.00 fee will be assessed to all patients who miss their appointments without notification.

Please Note: In order to honor all of our patient's valuable time, if you are more than 10 minutes late for your appointment, it may need to be rescheduled.

Lab Review Protocol

In order to improve the comprehensive care provided to all of our patients, please allow 10–14 days turn around time on all blood draws or cultures. Once your results are in, Dr. Pollycove will review them along with your chart and delineate any changes needed to your plan of care. This will then be discussed with you either at a follow-up appointment with Dr. Pollycove or over the phone with one of our medical staff.

Thank you,

Ricki Pollycove, MD

Signature _____ Date _____