## SEVEN RIVERS VASCULAR

John W. Royalty, D.O., F.A.C.O.S.

Board Certified Vascular and Thoracic Surgery 3402 N Lecanto Hwy, Suite C Beverly Hills, FL 34465

PHONE: 352-563-5488 FAX: 352-563-6328 EMAIL: office@srvas.com

# OFFICE DOLLCY

### **OFFICE POLICY**

Appt Date:	
------------	--

#### APPOINTMENTS

Please complete and bring the enclosed forms. Bring photo identification, insurance cards and all current medications in their bottles to your appointment. If you have had a recent CT Scan or MRA, please pick up a CD of that study to bring with you for the doctor to review.

As surgeons, it is the nature of our business to have unexpected emergencies. These emergencies may have an impact on your appointment, so please be prepared for the possibility of being rescheduled. We will try to notify you as soon as possible if this occurs. You may also call our office before you leave home to make sure that the doctor is in and running on schedule.

As a courtesy, we ask that if you are not able to keep your appointment, please call as soon as possible to reschedule. If you are a "no show" for three appointments we may take the option of dismissing you from our practice for being non-compliant.

#### **PAYMENT**

Please refer to the attached financial agreement in regards to our payment and insurance policies. You may call our office if you have any questions about it.

#### **PRESCRIPTIONS**

We request a minimum of forty-eight (48) hours notice for prescription refills so please plan ahead. Make sure that you have enough medication to get you through weekends, vacations, and holidays. It is always a good idea to check with your pharmacy to see if you have a refill available prior to calling our office. Once you have used all prescriptions and refills, it may be necessary for you to see the doctor prior to issuing another prescription.

If you have any questions regarding your appointment or our policy, please call our office at 352 563-5488.