

**Renaissance Medical Center, PC
Office Policy Revised 2010**

To better serve you we ask that you carefully review the following:

- Office visits and blood work are required every four to six months depending on the doctor's discretion if you are on natural hormone replacement therapy in order to maintain optimal patient care (only on rare exceptions once yearly).
- We are in the business of healthcare and not insurance. **We do not accept or submit insurance.**
- **We are not a Medicare provider and have opted out of Medicare** because preventive medicine is not covered by Medicare. By signing this document you understand and are agreeing **not** to submit Medicare claims.
- Consultations via telephone are considered scheduled appointments and will be billed according to the amount of time you spend speaking with Dr. Paunesky. Insurance companies may not reimburse for teleconferences because they are not considered an office visit.
- Generally, follow up appointments with Dr. Paunesky are scheduled for thirty minutes. If you feel you have medical issues that will require more time, please advise the front desk at the time you schedule your appointment.
- All appointments need to be canceled 48 hours in advance otherwise the full office visit fee will be charged.
- Cosmetic consults require a separate appointment with the Aesthetician.

Refill Policy:

- **When leaving a refill message please state the spelling of your last name, your date of birth, the product name, dosage, and quantity needed.**
- For all compounded pharmaceuticals please allow **10 business days**. These products are made to each individual patient specification and require **48 hours to manufacture** and **5 business days to be delivered**. If desired, you may request an expedited order; however a 24 hour process is not typical.
- For supplement refills, please allow **48 hours** to process and **4 to 5 business days for delivery**.
- Local pharmacy refills generally take **48 hours**. However, Dr. Paunesky will prescribe refills on prescription medications to last until your next visit.
- Please be aware, shipping rates from our compounding pharmacy are: Fed Ex 2nd day for \$10 and Fed Ex overnight for \$18.
Additional charges may apply for refrigerated items.

I have read thoroughly and understand this policy. I freely and openly agree to this policy.

Print Name: _____ Date: _____

Signature: _____ Date: _____

Patient Signature