

George Nunez, Jr., MD, PA

201 Kingwood Medical Drive, Suite B-600

Kingwood, Texas 77339

281-358-3702 office

281-348-9510 fax

Office Policies

- Our office visits are by appointment only. We do not see patients on a walk-in basis.
- All appointments not cancelled 24 hours in advance will receive a "no show" charge of \$50.00.
- For all procedures, a fee of \$100 will be charged per procedure for no-shows and cancellations or rescheduling that occurs less than 4 business days before the procedure. Cancellations must be made with our office and not the endoscopy center. Any procedure cancelled with the endoscopy center and not the office will incur the no-show fee. Please get the name of the person to whom you spoke when you cancel.
- Please allow up to 72 hours for a refill request to be processed. Please call the pharmacy first and ask them to fax the request for a refill to our office.
- All prescription renewals require a yearly follow-up visit. Please schedule your visit before you run out of your prescription. Our office cannot refill prescriptions if it has been a year since you have had an office visit.
- We strongly advise you to call and schedule your office visit for your yearly script renewal on the same day you pick up your last refill from your pharmacy. If our next available appointment is not for over a month, you will be given one courtesy refill for 30 days. If you cancel or reschedule your appointment, you will have to wait until the next available follow up appointment to receive another refill.
- We will hand you a new script at the time of your yearly visit. Your script must be taken to the pharmacy. If we get a refill request on the script that was handed to you, and you have not turned the hard copy into the pharmacy, the request will be denied. You must turn in your script.
- If you require a prescription refill on a controlled substance, please allow up to 72 hours for review. As always, we ask that you call 5-7 days before you run out of your controlled medication, so we have time to get it approved by the doctor. Controlled scripts cannot be faxed.
- Payment is always expected at the time of service. Any office visit, procedure or other testing that is not covered by insurance becomes the responsibility of the patient.
- Please keep in mind that this is a very busy office and appointments book up quickly. We normally book a month in advance.

I agree to abide all office policies listed above.

Signature: _____

Date: _____