

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. Please do not walk into the office and expect to be seen by the physician or nurse.
- All appointments not cancelled 24 hours in advance will receive a "no show" charge of \$25.00
- For all procedures cancelled or rescheduled less than 48 hours in advance, a \$50.00 fee will be charged. Cancelling on Friday for a scheduled procedure the following Monday would be considered less than 48 hours. Leaving a message of cancellation or intent to reschedule with the answering service is not adequate notice. Please talk to an office staff member. For your protection, please make sure you ask the name of the person you have spoken to.
- Please allow up to 72 hours for refill requests to be processed.
- All prescription renewals require a yearly follow-up visit. Please call to schedule your yearly follow-up at least 2 months prior to running out of your prescription.
- If you are given a new prescription at your office visit, you **MUST** take this prescription to your pharmacy to get it filled. Dr. Nunez will not call in your prescription if he wrote out a prescription during your appointment. If we get a refill request on the script that was handed to you, and you have not turned it in to the pharmacy, it will be **denied**. You must turn in your script.
- All controlled substances require a new prescription. They cannot be refilled by fax. Please call the office 5 to 7 days before you run out so that Dr. Nunez has time to review your request for a new controlled substance prescription. Please allow 72 hours for this review.
- All prescription (name brand) requiring a prior authorization will be assessed a \$15.00 fee. You may choose to ask the doctor to change your prescription to a generic version of a medication covered by your insurance at no charge. However, we ask that you contact your pharmacy or insurance to find out what generic medication is covered by your insurance. Every insurance policy is different, and we cannot determine which medications your insurance covers.
- Please keep in mind that this is a very busy office and appointments book up quickly. We normally book 2 months in advance.

I agree to abide all office policies listed above.

Signature: _____

Date: _____