

## **The Lee Clinic Practice Policies**

NEW PATIENT CONSULTATION: 1 Hour, \$400. Does not include testing.

FOLLOW UP VISITS: 30 Minutes, \$150. Phone or In-Person

**New Patient & Phone Consultations require a credit card to hold appointment.**

**Cancellation Policy:** Appointments not cancelled or rescheduled within **2 business days** will incur the following no-show fees- new patients: \$75. Returning patients: \$50. An appointment for Monday must be cancelled by Thursday before the hour of their scheduled appointment time. This will allow us time to pull patients from our waiting list.

**Drs. Lee sees patients on time, and does not double book. Please be on time. If you are 10 minutes late your appointment will still end at the expected time. This is to be fair to the following patient.**

**Preferred payment method** is by check. We also accept Visa, MasterCard, Discover, American Express and CareCredit.

Retesting and a follow-up visit is required every 6 months, if you wish to refill your prescriptions.

Prescriptions are done on a 6-month basis, 2 months at a time. Please have your Pharmacist fax us a request for renewal 2 business days prior to your need to 540-542-0401. We cannot call in a refill, have your pharmacy fax us. Vitamins and Supplements can be ordered online at [www.theleeclinic.com](http://www.theleeclinic.com).

Phone messages: All calls forward to our business office. Please leave a VM or email; it is not necessary to do both. Our lines stay busy, however, we return calls in the order they were received and do our best to answer them the same business day. Thank you for your patience.

**The Lee Clinic does not participate in any insurance plans, nor are we providers for medicare or any federal or state plan. Every patient is required to sign a statement that they understand they may not submit bills to Medicare or any federally funded plan. Medicare patients will be asked to sign a private contract with Drs. Lee.**

The Lee Clinic does not file insurance on your behalf. You will be given a superbill with diagnostic codes and charges. You will submit superbill to your insurance with an **OUT OF NETWORK PROVIDER FORM** you can obtain from your insurance company.

The Lee Clinic does not offer payment plans for services. We do however participate in Care Credit. Forms can be found in our Winchester office.

By signing this document you acknowledge that you have read and agreed to our policies.

Patient Signature / Date \_\_\_\_\_