



Sunita Chadha, M.D. • 495 International Drive, Williamsville, NY 14221 • (716) 810-9292

Practice Policies

Professional Service: This office provides care to adult patients with rheumatologic disease, autoimmune disorders and osteoporosis. We maintain the highest quality of care for our patients. We maintain strict patient confidentiality and therefore will only discuss your medical condition with you. If you have someone designated as Power of Attorney, please inform us.

Hours of Operation: Service is provided Monday through Friday 8am – 4pm by appointment only. If you require an urgent visit or need to change your scheduled appointment, we ask that you notify us as early in the day as possible. This will allow us to use our time efficiently and prevent delay in care of our patients. On evenings, weekends and holidays, service is provided by the physician on call.

Prescriptions: Please allow 48 hours for refills. Refills will not be given on the weekends or holidays. Please contact your pharmacy for refill requests.

Test Results: X-rays and laboratory results will be reviewed with you at your next visit unless there are any abnormalities, in which case, you will receive a call from the nurse or physician.

Professional Fees: It is your responsibility to make sure that you have a current referral. If your referral is expired, you will need to contact your Primary Care Physician for a renewal before your appointment. If you arrive for your appointment without a current referral, you may be asked to reschedule your appointment.

- Co-payments are due at the time of your appointment. If you do not adhere to this policy, an additional \$5.00 administrative fee will be charged. We accept cash, check, debit card, Visa or MasterCard.
- There will be an additional charge of \$35.00 for bounced checks.

No-Show Policy: If you fail to come at the time of your scheduled appointment time, we will consider it a missed appointment without notice, infusion appointments included. Charges for 1st no show visits are \$25.00. Charges for 2nd and subsequent visits are \$40.00 Multiple no show visits can lead to a discharge from the office.

Cancellation Policy: If you are unable to keep a scheduled appointment, kindly give us 24 hours' notice to avoid being billed. Same-day cancellations may be subject to the \$40.00 fee.

Print Name: _____

Patient Signature: _____

Date: _____