

Kidney and Hypertension Specialists, PLLC

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Office Policies

Referrals

If you require a referral to see our physicians, it is your responsibility to get any necessary documents from your primary care physician. You cannot be seen without one!

Prescription Refills

During your appointment you will be given enough refills of your medications to last until your next follow-up. There is a charge of \$8 for refills between visits. There will be no charge for medication changes ordered by the physician. If you do require an emergency refill, please contact your pharmacy. They will electronically communicate with our office.

Test Results

If your test results show something unusual, we will contact you to schedule an appointment so you can discuss them with the doctor. All normal and stable results will be reviewed at your next appointment.

Payments

Office co-payments, co-insurance payments and deductibles are due at the time of service. There is a \$30 charge for all returned checks. Please make every effort to pay your bill in a timely manner. Financial arrangements can be made for anyone facing a hardship. Please ask to see the practice manager if you need to make arrangements.

Appointments

Please realize that if you miss an appointment that someone sick might have been able to use it. Please notify our office if you are unable to keep your appointment.

Medical Records

We require seven days notice for all medical records. Please note that all records prior to 2010 are stored off site and require a fee of \$25 to retrieve.

Forms and Letters

We charge a fee for writing letters and completing forms on your behalf. The fee is based on the complexity of the document. Please inquire about the fee when you request any forms or letters.

I have read and I understand all of the above office policies.

Signature: _____ Date: _____