

SHAMALA MOHANASUNDARAM, MD

555 Knowles Drive, Suite 109

Los Gatos, CA 95070

PAYMENT POLICIES

ALL CO-PAYS AND BALANCES HAVE TO BE PAID IN FULL AT THE TIME OF OFFICE VISIT.

MISSED APPOINTMENTS/LATE ARRIVALS

Our policy is to charge for missed appointments not cancelled within a reasonable amount of time. These charges will be billed to you directly, not your insurance.

. FOR ESTABLISHED PATIENTS

- **NO SHOW AND NO CALL TO RESCHEDULE WITHIN 48 HOURS OF APPOINTMENT WILL BE CHARGED \$50 for Office Visit and \$75 for Well Visit.**
- A patient who **arrives 15 minutes after the appointment time** is considered late arrival and will have to reschedule his/her appointment.

Please help us serve you and other patients efficiently by arriving on time for your scheduled appointments. Giving us a call to reschedule on time will enable us to accommodate other patients who are in need of urgent care.

Thank you.

I have read and understand the payment policy and agree to abide by its guidelines.

Signature of patient or responsible party: _____

Date: _____