



2410 Del Paso Rd. Sacramento, CA 95834

Office: (916)928-0856 Fax:(916)928-1584

### Referral Policy

- Generally , a new referral requires an office visit for documentation to the specialist and insurance.
- 7-10 business days are needed to obtain authorization from the insurance company. Reprocessing of a referral due to any reason will take up to another 7-10 business days.
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- If you have a specific provider you want to see or specific request (location, sex, etc), please let your doctor know in advance.
- Please note our office does not have control over the time when you can get an appointment with the specialist. Most other offices will triage and offer appointments based on severity.
- Please place yourself on a cancellation list at the specialty office to get an appointment sooner.

\*\*\*Any requests made after a referral has been completed will incur a \$25 fee reprocessing fee. An additional fee of \$25 will be added for each additional request with a maximum of three referrals for the same issue. \*\*\*

\*\*\*This new process is meant to help reduce the processing time so our patients can get timelier care.\*\*\*

PATIENT NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

### No-Show / Late Cancellation Policy

I, \_\_\_\_\_ have been made aware that as of May 7th 2024, there will be a No-Show/ Late Cancellation Policy in effect. I understand that I must give the office notice of the appointment cancellation at least 24 hours notice, I understand that I will be charged a fee of \$50.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

