

Lehigh Family and Geriatric Associates

Danish Saeed, MD

135 Lafayette Ave

Palmerton, PA 18071

Telephone 610-824-8350

Fax 610-824-8351

-
1. There will be a \$5.00 fee for any medical related forms that you are requesting Lehigh family and Geriatrics Associates, to fill out on your behalf. This charge will be the responsibility and not your insurance company. No forms will be released until fees are paid.
 2. If you decide to transfer to another family physician there will be a charge for the release of your medical records. No records can be released until payment is received.
 3. Our office requires a 24 hour notice for cancellation or reschedule of an appointment.
1st offense there is a charge of \$25.00
2nd offense there is a charge of \$30.00
3rd offense you will be discharged from the practice.
 4. If you are going to be 15 minutes late for your scheduled appointment, you are required to call our office. If you do not call our office, you will not be seen and will be asked to reschedule your appointment. This will also result in a \$25.00 penalty.
 5. Lehigh Family and Geriatric Associates requires that you give a 48 hour notice on prescription refills and Narcotic refills require 1 week. **There are NO Exceptions.**
 6. Lehigh Family and Geriatric Associates needs to be notified of any address, telephone or insurance changes, so your account can be up to date and not delay any billing and/or treatment.
 7. You are required to bring an updated medication list to every visit. This will be necessary so Dr. Saeed can give you the proper treatments needed.
 8. You are required to give the office 48 hrs notice for any referrals you may need. **There are NO exceptions.**

Patient/POA or Legal Guardian Signature Date

