

Infectious disease and Travel Medicine Aaron M. Shelub M.D.  
Diplomat American Board of Internal Medicine and Infectious Disease

To all our patients  
Office policy

Missed appointment (no shows) and same day cancellation of appointments may be billed \$50.00. Cancellations should be made 24 hours prior to the appointments. Patients will be required to pay cash for missed appointments (no shows) and same day cancellations.

Requests to fill out any patients forms or documents such as disability forms by Dr. Shelub will be charged \$25 and the payment collected from the patients in advance.

After hours phone calls for routine prescription refills may be billed \$25.00.

Phone calls to discuss medical issues not addressed by any office visit within the prior month may be billed \$35.00, unless followed up by an office visit if requested by the physician. However, as insurance rarely pays for communication, the patient bears full responsibility for any charges.

Request for records in the office that are available will be billed \$20.00. There will be a \$15.00 charge for copies of patient records. There will be no charge for records to be sent to another physician upon receipt of a signed release of records.

Thank you for your understanding.

Signature\_\_\_\_\_Date\_\_\_\_\_

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