

OFFICE POLICIES FOR DR. SAMEER NAGDA

Cancellation Policy: We will require notification of 24 business hours for ALL cancelled and/or rescheduled appointments. While we understand there will be unexpected circumstances where this would be overlooked such as a family emergency, this policy will be enforced in an effort to help keep our schedules efficient. All patients whose appointments are rescheduled or cancelled less than 24 business hours prior, as well as no shows of established patients, will be charged **\$35**.

Disability Forms: We are happy to complete any paperwork for our patients; however there is a fee for this service and it is expected to be received prior to completion. We require up to one week for completion once payment has been made.

Fees are incurred for the following services:

Missed appointments as noted above	\$35.00
Permanent DMV Forms	\$25.00
Short term disability forms	\$40.00
Long term disability forms	\$40.00

Fees on any narrative reports/letters will be determined based on context needed