



Brian A. Lemper, D.O.

Board Certified & Fellowship Trained In
Pain Management & Board Certified In Anesthesiology

NOTICE TO ALL PATIENTS: OFFICE POLICIES

- **Cancellation of appointments must be done at least 24 hours prior to appointment time.**
*** Cancellations with less than a 24 hours notice could result in termination of services in our clinic.
- **Patients that arrive late for a scheduled appointment will be rescheduled or moved to a later appointment time.**
- **Medication refills will not be given early. Please allow 48-72 hours for refill requests.**
***We no longer refill medications by phone or fax.
- **Patients need to make a follow-up appointment at least two weeks prior to their medication being due.**
- **Patients need to refill prescriptions once a month.**
- **We charge a fee of \$70 to \$150 for cancelled or missed appointments under certain circumstances:**
 1. Your appointment is cancelled with less than 24 hours notice.
 2. You do not show up for your appointment.
- **All co-pays and deductibles are expected to be paid at time of service.**
- **All phone calls are of great importance to our office and we will return your call as soon as we can.**
***Phone calls are returned in the order in which they are received.

Privacy Disclosure

Our office staff strives to protect your rights and privacy regarding your medical records. Please be advised that your medical records will be released to insurance companies for payment of services, as well as any other medical agency or health care provider involved in your treatment and care. Information that may be disclosed includes: physician's notes, diagnostic testing, surgical procedures, diagnosis, medication lists, correspondence, insurance information, and patient identification information.

Thank your for your cooperation.