



Patient Name: _____

Date of Birth: ____/____/____

Office Policies:

Welcome to Texas Spine Associates. We realize you have a choice for your medical care and we are pleased you have chosen us. Please be advised that our offices house two surgeons. Due to services being rendered, the wait times vary based on each specific patient's needs. Please do not be alarmed if someone who comes in after you is called back before you as they may be being seen in a different area. As long as you sign in, our receptionist will process your paperwork and get you in an exam room as quickly as possible. It is very important that you notify our receptionist of any address changes, phone number changes, or change in insurance **before** you are seen.

In order to ensure the quality of care received by our patients and assist in regulating the overall cost to the patient, the physicians at Texas Spine Associates have varying levels of ownership in the following: Baylor Surgical Hospital of Fort Worth, Baylor Surgical Hospital at Las Colinas, KAR Medical, CLAVW Corp, Chandrant Akshar PA, JN Akshar PA, and AKRN PA. You have the right to select any health care facility or provider of your choice. It is not mandatory that you select any of the above referenced facilities or providers. By using the providers on this list, it is your physician's belief that your medical needs will be best served in the most convenient and efficient way possible. Referrals are in no way being made with an intent to financially benefit the physician.

Prescription request:

Please contact your pharmacy to request medication refills. Your pharmacy will notify our office of your refill request. We require 24 hours for refill request. Please be aware that refills received on Fridays or holidays may not be authorized until the next business day. (NOTE: Doctors do not refill narcotic prescriptions without seeing you in the office.)

Clinical Questions:

Please be aware if you call our office with a clinical question, our physicians and nursing staff are in clinic during the day and cannot be called away from patients to speak to you. Our receptionist will get your message to our clinical staff and they will return your call as soon as possible. (NOTE: if you have recently had surgery, please notify our receptionist of any problem you are experiencing and she will immediately notify a member of our clinical staff.)

Patient Forms:

Please be aware that we charge \$25.00 to complete the following paperwork:

AFLAC

FMLA

Disability

We require 4-5 business days to complete any paperwork given.

Patient (or Guardian) Signature: _____ **Date:** _____