

Pediatric Pulmonology of Central Georgia
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Phone 478-755-0036
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Office Policies & Practices

1. You must have your current insurance card for every appointment. This includes Medicaid cards. If a referral is required, it will be your responsibility to obtain the referral.
2. Prescription refills take 24-48 hours and will not be called in after hours or weekends.
3. You must give 24 hours advanced notice to cancel or reschedule appointments. You will be billed \$25 for each 'no-show' (appointment missed without cancellation). Each 'no-show' is documented in the patients chart. After three missed appointments, we will have to dismiss our child from our practice.
4. If you arrive more than 15 minutes late for your appointment, the appointment will be considered a 'no-show' and you may be rescheduled for another appointment on a later date. Please notify us if you are running late so that we may advise you at that time.
5. Co-pays are due at the time of your visit. Please be prepared to make payment at each visit as we do not bill co-pays.
6. Do not leave your children unsupervised in the waiting area. Please supervise their activities. We ask that no one touch or tap on the fish tank as the causes stress to the fish and shortens the lifespan of the fish.
7. Our office does not see 'walk-in' patients. Please call so that we may tell you the best available time to come in or advise you over the phone.
8. You MUST turn off your cell phone when you arrive in the office as the signal may interfere with some medical equipment.
9. We must ask that NO FOOD be consumed in our waiting area. Drinks in spill proof containers are allowed.
10. A knowledgeable care provider, who is able to complete all paperwork, must accompany the patient to every visit. Notes or phone calls for the primary caregiver will not be accepted as knowledgeable. If your child is not accompanied by a knowledgeable care provider, we reserve the right to reschedule the appointment.
11. Please note that there is a charge for paperwork or letters, which will be due prior to release of paperwork. Please allow two weeks for all paperwork to be generated.
12. Please bring your child's medication to every visit for review including inhalers. A list is not acceptable.
13. If you page the on-call provider, your phone must accept calls from unlisted numbers or 'private callers'. If it does not, you must dial *87 to receive the call, otherwise the staff will be unable to return your call.

Thank you in advance for your cooperation and adherence to the above policies.

By signing below, I acknowledge that I have read and understand the above policies.

Patient Name

Patient DOB

Parent/Guardian Printed Name

Relationship to patient

Parent/Guardian Signature

Date