



Laser Spine & Pain Institute

Patient Guidelines

These guidelines help us take the best care of our patients. It allows us to provide efficient, prompt and medically sound care for all the patients seen at our Institute. Please keep them handy and refer to them often.

1. Please bring all medication bottles or an updated list of medications that are being prescribed by the doctor to every appointment so we can keep a current medication list.
2. Please be on time for your scheduled appointment. The following will constitute a “no-show”---
- not showing up, showing up more than 30 minutes late for an office appointment or more than 20 minutes late for a procedure, or canceling with less than a 24 hour notice. If you “no-show”, your appointment will be cancelled and rescheduled at the next available time. You may not receive prescription refills until the doctor sees you.
3. Do NOT show up without an appointment. You will NOT be seen.
4. I am responsible for keeping track of the amount of medication. I understand that I have to come into the office and see the Doctor to get a refill on my medications. Refills will not be given over the phone, at night, on weekends or holidays.
5. Regarding disability and FMLA forms:
 - a. Allow 1-2 weeks to complete forms
 - b. There is a \$30 charge per form. This fee must be paid at the time the form is dropped off and it will not be filled out without prior payment.

6. Please inform the office of any change in your insurance before any appointment or procedure. If you come to an appointment with new insurance, you cannot be seen that day. Remember it is ultimately your responsibility to make sure your physician and hospital are in your network.

7 We encourage NO driving or operating heavy machinery if you ever experience any side effects from medications. Such side effects include that which affects thinking, coordination and/or your decision-making can be dangerous to your health and to the health of others. Please refer to our “Controlled Substance Agreement”.

8 There is always a possibility of a urine drug screen at anytime to ensure our patient’s safety.

9. If your plan of treatment includes any procedure, you will need to be off of all blood thinners, Anti-inflammatory medications, and any other medications recommended by one of our physicians, 7-10 days prior to the procedure.