

We would like to thank you for choosing Marshall Rheumatology. We have written this policy to keep you informed of our current office policies.

Office Hours: Our clinic is open Monday-Thursday and every other Friday, 7:40 AM - 5:00 PM. We will be closed for all major holidays.

Appointments: We see patients by appointment only. Please call with any urgent complaints and you may be worked in the same day or soon thereafter.

Cancellations: Please contact our office within 24 hours if you are unable to keep your scheduled appointment.. this allows us to provide that time to another patient.

No Show Policy: We reserve the right to cancel your appointment if you are more than 10 minutes past your scheduled appointment time or per Dr. Beyl's discretion. This prevents patients who are on time from waiting unnecessarily. If you think you may be late, please call for instructions from staff. You may be rescheduled, or we may be able to work you in at a later time per Dr. Beyl's discretion. After 3 "no shows," you may be dismissed from the practice.

Review of Systems: You will be required to complete a "Review of Systems" if it has been longer than 3 weeks that you were last seen. Please include your current symptoms only.

Refills: The best time to get a prescription refill is at your appointment. If you need to call for a refill, please do not wait until you have run out. If needed, please call in your refill 5 days before running out.

Narcotics: We do not prescribe narcotics. If you require the use of narcotics, we will refer you to a pain management specialist.

Lab Work: Some labs we check may take up to 2 weeks to result. Dr. Beyl will review all results with you during your follow up appointment unless we have told you otherwise. Dr. Beyl or a nurse will call if there is anything urgent to discuss with you.

No insurance: Payment will be due at the time of service. If you are unable to pay your balance in full, you will need to make prior arrangements with our front desk. Payment plans are available.

Insurance: While we try to check as a courtesy, it is your responsibility to know if your insurance requires a referral to a specialist as well as if Dr. Beyl is a covered physician in your plan.

Labs / X-Rays: Labs and x-rays ordered by Dr. Beyl are not billed by Marshall Rheumatology. These are billed by Marshall Medical Centers. It is your responsibility to know if you have a yearly deductible for labs/imaging. For billing inquiries related to labs or x-rays, please contact Marshall Finance Center at 256.894.660.

Billing Inquiries: We do not do in-house billing at Marshall Rheumatology. For billing inquiries related to your office visit with Dr. Beyl, please contact Physicians Business Solutions, LLC at 256.350.4855.

I acknowledge that I have received (we will provide a copy after signing and returning to the front desk) and read a copy of Marshall Rheumatology's office policies.

Patient/Guarantor Signature _____ Date ____ / ____ / ____