

Dr. Ingalls Patient Policy Agreement

Thank you for choosing Dr. Ingalls as one of your medical providers. Your well being is her first priority.

New Patients

Call the office for an appointment 480-488-0575. The office assistant will collect your information and invite you to join a portal which is your best communication pathway to the office and information in your chart.

Go to Dr. Ingalls website: **drjudithingalls.com**. Press "FORMS" and fill out the 3 (male or female) forms. Upload the completed forms into your portal OR bring the filled out forms to the office for your first visit.

Directions to the office: The office is not easy to find; the first page of Dr. Ingalls website has a map. The address is 8900 E Pinnacle Peak Rd, Scottsdale, 85255, Suite D-6; Our office is in the section behind the main row of businesses and directly behind "Sweet Basil." Please arrive early.

Insurance

Dr. Ingalls takes most insurances. If you expect your insurance to pay make sure she is a provider. Otherwise you will be responsible to pay for the visit at the time of service. You are responsible for copays, deductibles, and charges not covered by insurance. Please update us with any coverage or information changes.

WE KEEP YOUR CREDIT CARD NUMBER TO COVER THESE CHARGES.

CREDIT CARD # _____ EXP DATE _____ SEC code _____

Appointments

Clarify if you are being seen in person (required for first visit) or phone. Some insurances do not pay for phone visits. A 24 hour notice is required to cancel an appointment to avoid a \$50 (\$100 for new patient) charge.

Medications

Call your pharmacy to request refills. Medications are refilled at the time of your visit to cover your needs through the next visit. Requests for refills between these visits will be charged \$25.

Communication on the Portal

Communication with the office is the easiest and best through your portal. You will be sent an invitation to join the portal prior to your first visit. Save your password. The portal will also allow you to access your lab results, obtain lab orders, and message the office assistant and the doctor directly. Calling the office and leaving a message is not the best way to communicate.

Special requests for information

Occasionally special requests are made to provide information from your records. These include chart audits, insurance requests, etc. With your approval we will send your information to the requesting party. There is a minimum \$50 fee for this type of request.

I have read the above, provided my credit card information, and accept financial responsibility in full for this account.

SIGNED X _____ **DATE** _____

Print Name: X _____