

4/23

Dr. Ingalls' Patient Policy Agreement

New Patients

Call the office for an appointment 480-488-0575. You can text this number also. The office assistant will collect your information and invite you to join a portal which is the **best** way to communicate with the office and access information in your chart.

Then, go to Dr. Ingalls' website: **drjudithingalls.com**. Press "FORMS" and fill out the 3 (female or male) forms. Print the forms, fill them out, then upload the completed forms into your portal OR bring the filled out forms to the office for your first visit.

Office Location: 8985 E Bell Rd on the corner of 90th St. On your maps app enter "HouseHolder Group." This is the building you want. Enter and tell the receptionist you are here to see Dr. Ingalls.

Insurance: Dr. Ingalls does not accept insurance payment for her visits but upon request she will provide you with an invoice which you can submit to your insurance company for possible reimbursement. New patient charge is \$275 and established patient charge is \$185 per visit. Your credit card will be charged for each visit.

WE KEEP YOUR CREDIT CARD NUMBER TO COVER THESE CHARGES.

CREDIT CARD # _____ EXP DATE _____ SEC code _____
Name on Card _____

Appointments/Cancellation policy

Followup appointments are made at the time of your visit. Notify the office at least 24 hours prior to your visit to avoid a full visit cancellation fee of \$185.

Medications/Labs

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.

Lab orders are transmitted to Sonora Quest directly or can be printed from your portal. Look under "lab/lab orders. Reminder: get labs drawn 2-3 weeks prior to your appointment.

Communication on the Portal

You will be sent an invitation to join the portal prior to your first visit. Save your username and password. The portal will allow you to access your lab results, obtain lab orders, and message the doctor directly. You may also text or leave messages on the office phone but portal communication is faster and more secure.

Special requests for information

Occasionally special requests are made by third parties to provide information from your records. 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 _____