

SOUTH BAY SPORTS AND PREVENTIVE MEDICINE ASSOCIATES, INC.

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SBSPMA Policies

To Our Valued Patients,

Welcome to our practice. We look forward to working with you to improve your health and reduce your chance of developing disease or disability in the future. Our goal is to develop a friendly, accessible environment, where you can feel assured that your concerns and needs will be addressed compassionately and effectively.

To accomplish these goals, we hope you will work with our staff and us in the following ways:

1. Please let us know at least three (3) working business days in advance before you will need a prescription filled. All existing prescriptions require the pharmacist fax your refill request to our office. This allows the physicians and office staff to determine the correct information regarding your prescription, update your chart and direct the pharmacy to fulfill your prescription needs.
2. Please let us know one week in advance if you need an authorization to see a specialist. Notification past this time will NOT guarantee that the authorization will be done.
3. Our practice has become quite busy, and appointment slots are at a premium, so we must have advance notice should you need to cancel your appointment. Unfortunately, because we must enforce these policies strictly, we will charge \$25.00 for appointments missed without the required notice.
4. To avoid scheduling difficulties, please do not come directly to our office without calling first. We will work diligently to take care of your problem on the phone or with an urgent appointment.
5. Please bring your medications to all appointments. Many of you have specialists that might also be prescribing medications for you. In this way, we will be able to keep an accurate list of all of your medications in your chart.
6. Please have your copay and insurance card ready at the time of service. For your convenience we accept cash, check, Visa, or MasterCard.
7. Please be aware we do charge a fee of \$25.00 for any forms that require a physician's signature after they complete and/or review your form.

Again, these policies will allow us and our office staff to efficiently and effectively manage the administrative aspects of your care and allow us as physicians to focus on providing the compassionate, timely medical care you deserve. If you should have any questions regarding this letter or about our practice, please don't hesitate to call.

Sincerely,

Chris E. Chung, M.D.

Rebecca Guarino, M.D.

Anthony J. Saglimbeni, M.D.

Alfio Saglimbeni, M.D.

Martin C. Yee, M.D.