



Doctors Community Surgical Associates
Bariatric and Weight Loss Center

OFFICE 240-965-4405 FAX 240-965-4417
8116 Good Luck Road
Professional Office Building, Suite 210
Lanham, Maryland 20706
DCHweightloss.org

Office Policies

Missed/Cancelled Appointments: A \$25 fee is charged for cancelled/missed office visits without 24 hour notice. A \$300 fee is charged for cancelled/missed elective surgical procedures without one week notice. A \$300 fee is charged for cancelled/missed bariatric procedures without two weeks notice. A \$50.00 fee is charged for cancelled/missed nutrition consultations without 24 hours notice.

Appointment Time: Arrive 15 minutes before your appointment time to ensure the completion of all paperwork. If you arrive 15 or more minutes late or outside of your appointment window, you may have to reschedule.

Copayments: Your copay is due at the time of your visit. For your convenience, we accept cash, check, Visa and MasterCard.

Referrals: If you have a managed care plan, you are required to obtain a referral from your primary care physician. If you do not have a valid referral at the time of your appointment, your appointment will be rescheduled. If you are a self-pay patient, you can sign a waiver at the time of your appointment.

Patient Information: Fill out all forms completely. If you have any changes in your personal and/or insurance information, please inform the receptionist.

Disability Forms: Allow five business days to complete these forms. A \$10 fee is charged for one-page forms and a \$35 fee for multiple-page forms.

Cellular Phone Use: Be courteous to others by taking your cellular phone calls into the hallway. Cellular telephones are not allowed in examination rooms.

Family Members: Only one family member is allowed in the exam room with you.

Patient's Signature

Date

Patient's Printed Name