



JANE MARKE, MD

37 West 20 Street, Suite 310, New York, NY 10011

Fax/ Ph: 212.228.2332

Office Policies

Cancellation Policy

You must keep your scheduled appointments.

I do not double-book patients; I schedule only one patient at a time. Without a significant amount of advance warning, I am unable to use that time for patients who might wish to come.

I require a minimum of at least 3 working-days-notice prior to any cancellation. This gives me some capability to schedule patients who might be waiting.

But essentially, the issue is one of mutual respect. If you respect that I have protected the time we scheduled for you, I will respect that sometimes emergencies do arise, and a verified emergency—death in family, ill child, will be respected.

In lieu of in person appointments, phone and Skype appointments are possible if you are too ill to come in, or find yourself in some other bind.

First Initial Visit

New patients will be required to reserve his/her appointment (1 ½ - 2 hr.) with PayPal or QuickPay to janemarke@janemarkemd.com. Failure to show for your appointment or give our office at least 72 hours- notice prior to either cancelling or rescheduling will result in a full first visit fee.

Established Patients

Payment is expected at the time of the visit. I accept checks, PayPal, and QuickPay. Making a QuickPay payment before you arrive is most efficient and avoids the necessity of carrying checks.

Initials _____



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Administrative and Phone Time

Patients are expected to keep track of their medications, and to request refills at the beginning of their appointment. Requests for refills that are made between appointments will be charged a fee for the time involved in reviewing the patient's chart and dealing with the pharmacy. This fee is based on time involved and will be not less than 15 minutes.

Insurance and Payments

I understand that Dr. Marke does not participate in any insurance plans and has opted-out of Medicare. If I am covered under Medicare, I agree to not submitting any bills for reimbursement. If I have other insurance, I understand that Dr. Marke will provide an invoice suitable for submission, but that administrative time spent dealing with insurance companies will be billable.

Medications:

You will be given a prescription which is expected to last until your next appointment. If you find you are running out, this means it's time to come in. Patients must be seen every 6 months for medication maintenance. If you are running out of medication and cannot see me, please give 24 -hour notice for a refill. Do you not expect refills to be e-prescribed during non-working-days. If you are emailing or texting for a medication, include your date of birth, exact prescription, and phone number of your pharmacy.

Patient or Guardian Name

Signature

Date

Initials