



Sunita Chadha M.D.
1825 Maple Road, Williamsville, NY 14221
(716)810-9292

Practice Policies

Professional Service: This office provides care to adult patients with rheumatologic disease, autoimmune disorders and osteoporosis. We maintain the highest quality of care for our patients. We maintain strict patient confidentiality and therefore will only discuss your medical condition with you. If you have someone designated as Power of Attorney, please inform us.

Hours of Operation: Service is provided Monday thru Friday 8:00 am-5:00pm by appointment only. If you require an urgent visit we ask that you notify us as early in the day as possible. This will allow us to use our time efficiently and prevent delay in care of our patients. On evenings, weekends and holidays, service is provided by the physician on call.

Prescriptions: Please bring medication refill requests to your scheduled office visits to prevent delays. Medication refill requests are processed during regular office hours Monday thru Friday only. Please allow 1-2 business days for routine medication refills, which means requests made on Friday may not be filled until Monday.

***Narcotic prescriptions must be picked up. They will not be called, faxed or mailed.**

Test Results: X-rays and laboratory results will be reviewed with you at your next visit unless there are abnormalities which need attention before then. If that occurs, then you will receive a call from the nurse or physician.

Professional Fees: It is your responsibility to make sure that you have current referral. If your referral has expired, you will need to contact your Primary Care Physician for a renewal before your appointment. If you arrive for your appointment without a current referral, you may be asked to reschedule your appointment.

Co-payments are due at the time of your appointment. If you do not adhere to this policy, an additional \$5.00 administrative fee will be charged. We accept cash, check, debit card, Visa or MasterCard.

New Patients: There is a \$ 40.00 charge for missed appointments without 24 hours notice and possible discharge from practice.

No Show Policy: Any missed appointments without 24 hours notice will be considered a no show. If you have a second no show, you will be billed for our time with a no-show fee of \$40.00 paid prior to next visit. After two no shows you may be discharged from the practice.

Cancellation Policy: If you are unable to keep a scheduled appointment, kindly give us 24 hours notice to avoid being billed.

Forms: (ex: Disability/FMLA etc.) There is a fee of \$25.00 for any forms. This is paid prior to the completion of forms.

We truly appreciate the opportunity to serve you, to the best of our ability. Please acknowledge that you have reviewed this office policy by signing below and that you are aware it is available to view at anytime @WNYRheumatology.com.

Patient Signature

Date