

Additional Charges and Fees

There will be a \$25.00 fee assessed for all checks not paid by banks, or marked "Insufficient Funds" or "Stop Payment" issued by your bank.

We request a 24 hour notice in advance if you will be unable to keep your scheduled appointment. Please call 713-538-1240. Our policy is to charge \$25.00 for a missed appointment unless canceled at least 4 hours in advance.

Completing disability insurance forms, employer forms such as return to work, FMLA, etc. is not a medical service and is not paid by your insurance. There is a \$25.00 administrative fee for completing these forms. We will do our best effort to this quickly as possible, however please provide at least one week notice or lead time for completion. Please provide an address or fax number where they are to be sent.

There is a fee for copying medical records which complies with Texas law. \$25.00 for the first 25 pages and \$.50 for every sheet thereafter. A legal release is requested for all medical records. There is no charge to have records sent to your Primary Care Doctor or to a Specialist that you are being referred to.

Business Office

Our Business Office is available during our hours of business. **Billing office number 281-598-1571**

Museum Medical office opened Monday, Thursday 9:00 – 6:00 pm and Friday 8:30 – 4:00 pm

1213 Hermann Dr. Suite 550
Houston, TX. 77004

Phone: 713-820-6380 **Fax:** 713-538-1244

Memorial Hermann Southeast opened Monday 9:00-7:00pm, Tuesday- Wednesday 9:00am-6:00pm, Thursday 9:00- 7:00 pm and Friday 8:30 am – 4:00pm

11920 Astoria Blvd #370
Houston, Tx. 77089

Phone: 713-538-1240 **Fax:** 713-538-1244

Website: www.vitalallergy.com

Thank you for choosing our physician and staff as a partner for your healthcare needs. As always providing high quality healthcare to you is and remains our primary purpose.

If you have any questions about this information, please feel free to call our business office for more information.