

OFFICE POLICIES

- 1. Appointments and cancellations: Please schedule your next appointment when you check out. Missed or cancelled appointments must be communicated by phone to SCCAA at (424-247-4962) at least 24 hours prior to the scheduled appointment. If less than 24 hours notice is given a \$50 missed appointment fee may be assessed.*
- 2. Office hours are Tuesday through Saturday from 9am-5pm*
- 3. Prescription refills: When you are down to the last five (5) pills on any prescription please call your pharmacy for a refill. If you do not have any refills, call the office (424) 247-4962 for a new prescription before you are down to the last 5 pills. Allow 48 hours for your request to be processed. If you are unable to keep your follow up appointment a one month refill may be issued, if medically appropriate, to allow you to re-schedule the missed appointment. If the re-scheduled appointment is missed, no further refills will be issued until you are seen by Dr. Goldstone.*
- 4. Please bring a list of all your prescriptions and supplements, or the prescription/supplement bottles, to each appointment with Dr. Goldstone. This includes prescriptions written by other doctors.*
- 5. Payment for medical services or products are due at the time the services/products are rendered/sold. Southern California Center for Anti-Aging (“SCCAA”) accepts cash, checks or credit cards.*
- 6. Weight Loss Patients. Your appointment times are scheduled/reserved in advance to provide optimal support. If you miss an appointment, the time reserved is lost. Missed appointments cannot be rescheduled or made up.*
- 7. Email communications with Dr. Goldstone. If you wish to communicate by e mail, please use: patient@southerncaliforniacenterforantiaging.com. This is an encrypted, secure e mail address set up exclusively for patient use.*
- 8. Please do not take any supplements or hormones on the morning of your blood test. If you are unsure about what to take prior to your blood test please call the office.*
- 9. An annual mammogram and pap test are required for female patients and annual prostate exams are required for male patients.*

10. When laboratory tests are done, if you do not hear from us, do not assume the results are normal. Dr. Goldstone usually reviews the results with you at your appointment. If you are unable to wait or have questions, please call the office.

10. If you have any questions about these policies or requirements, please contact our clinic.

I have read and understand the above information:

Date

Patient Name (Printed)

Patient Signature