



Office of Todd Lamster, DPM

*Diplomate, American Board of Podiatric Surgery
Diplomate, American Board of Podiatric Medicine*

GENERAL OFFICE POLICIES

Contact Information

Do you permit members of this office to leave detailed medial information, such as imaging results or lab results:

On the phone? Home YES or NO Cell YES or NO

Electronically (through the portal or through email)? YES or NO

Can information be reviewed with your spouse or significant other? YES or NO
If yes, name and phone number? _____

MEDICAL RECORDS AND DOCUMENTS: After we receive your in-person or written request for your medical records or documents, please allow 72 to 96 hours to complete the request. You will not receive the documentation unless you pay the small requisite fee.

DISABILITY FORMS: All patients requesting completion of disability forms will be charged a fee of \$20.00. Please allow 7 to 10 business days for the documents to be completed.

OFFICE CANCELLATION AND RESCHEDULING POLICY: Because we understand that time is valuable, we go to significant lengths scheduling the appropriate amount needed for each patient visit. If a patient cancels or fails to show for an appointment more than 2 times without notifying our office at least 24 hours in advance, then that patient will no longer be part of the practice and will be subsequently discharged.

SURGERY CANCELLATION OR RESCHEDULING POLICY: If a patient cancels a scheduled in-office surgery less than 24 hours before the appointment, or simply fails to show for the appointment, that patient will be subjected to a \$50.00 fee. Likewise, if a patient cancels a scheduled surgery at a hospital or outpatient surgery center less than 24 hours before the scheduled date of the procedure, or simply fails to show for the procedure, that patient will be subjected to a \$150 fee.

(NOTE: these may be evaluated on a case by case basis, as we understand that issues or urgent matters may arise that are outside the patient's control).

SIGNATURE

DATE