



Neurological Surgery
M. Lawrence Drerup, M.D., FACS, FICS
Troy M. Vaughn, M.D., FACS
Gregory Dowd, M.D.

Family Practice
Stephen D. Downs, M.D.

Administration:
Don Barker, RN, CMM
Managing Partner

OFFICE POLICY Troy Vaughn, M.D.

Prescriptions:

1. Requests for prescription refills are usually only taken on Mondays and Tuesdays, except in cases of medical emergencies.
2. No prescriptions for narcotics (pain medicines) are refilled on Weekends (Fridays, Saturday and Sunday).
3. An attempt will be made to provide refills of medications on the day requested; however the order may not be available for 24 to 48 hours after requested.
4. Do not repeatedly call the office to check on the status of your prescription refill. This will only slow the process of placing the order.
5. It is usually better to check with your pharmacy to see if the order for your prescription had been placed before calling the neurosurgery office.
6. Most medicines used to treat pain are controlled substances regulated by both state and federal agencies. As such, these medicines should only be prescribed by a single physician who is monitoring your utilization of these medicines.
7. You must notify this office if you receive any prescriptions for pain medications from other physicians. Failure to do so will result in the ability of this office to provide you with additional medications.
8. You should not share your medicines with anyone else and you should always keep them in a safe place. Lost or stolen medications will not be replaced.
9. Narcotics (pain medications) are frequently provided as one component of a pain management program. If you are prescribed narcotics to assist with managing your pain you could potentially develop drug dependence possibly requiring a drug rehabilitation program or counseling if these medications ever need to be stopped.
10. You have been given the option of being treated without narcotics (pain medications).

Forms:

Dr. Vaughn charges a fee for completing disability related forms. This is not included in the charges for an in office visit for the charges for completed surgical procedures. The current fee is **\$20.00 per form** and must be paid in advance. Forms will not be completed or forwarded until the fees are collected.

Patient Cancellation & Missed Appointments:

In order to provide you with the best care possible, we ask that you make every effort to keep your scheduled appointments and arrive in a timely manner. If you need to reschedule or cancel an appointment, we require a **minimum of 24 hrs notice**. Please call the office at 318-443-4576.

“Missed Appointments” or last minute cancellations also leave empty appointment times, as well as other patients waiting to receive medical care. For that reason, patients that do not notify the office of a cancellation and are not present for their scheduled appointment will be charged a **cancellation fee of \$35.00** which must be paid in cash before an appointment can be rescheduled.

We realize that on a rare occasion, emergencies may arise and we will address these situations with you at that time.

.....

Acknowledgement of Office Policies

Your signature on this document indicates your understanding and acceptance of our office policy. If you should have any questions regarding the policy, Dr. Vaughn’s office will be happy to discuss them with you.

Patient Name: _____ Date: _____

Signature: _____