

Doris E. Hossalla, M.D., FAAP
Georgetown Kids

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www.georgetownkids.com

Office Policy 2013

Welcome to Georgetown Kids
Behavioral Clinic

APPOINTMENTS

We work by appointment only.

- Should you have more than one child needing an evaluation, an appointment is needed for each child. Please call to schedule an appointment for your child.
- Please arrive on time for your appointment

OFFICE ETIQUETTE

Turn off all cell phones and other media while in with Dr. Hossalla.

Bringing in food, drinks, and snacks is prohibited. We make it a priority to keep the office clean and free of bugs, etc. We need your help to keep it that way.

Please keep children seated if possible for their own safety. Unruly behavior increases the chance of accidents and injuries and is discourteous to others.

INSURANCE

We do not accept insurance.

- We provide a Superbill so you can file with your insurance provider.
- If your insurance carrier requires additional or unusual paperwork, there will be a fee charged for this service. This would include letters of medical necessity and/or appeals.

SCRIPT REFILLS

All script requests will be made through the website and mailed to you.

All refills must be requested at www.georgetownkids.com. The scripts tab is on each page in the main navigation. While making your script request, you can ask for a telephone consult with Dr. Hossalla.

Medication management/controlled prescription refills require chart review, patient evaluation, possible phone calls to the parent/school, and a review of the treatment plan for every refill. We request five business days to complete these steps before mailing.

We will normally deliver scripts by USPS regular 1st class mail. If you do not wish to wait for five days processing, we have expedited service available.

LATE / MISSED APPOINTMENTS

We do not double book appointments. If you miss an appointment, the doctor is not seeing a patient. Therefore, you will be charged \$80 for a missed appointment (without 1 business day prior notice). If you are unable to keep your scheduled appointment, please notify us.

COPIES OF MEDICAL RECORDS

We charge \$25 for retrieval and copy medical records. If you are moving or need a copy of your child's medical records for other purposes, please make your request at least two weeks in advance. A release form is available online.