

Bruce Kaster M.D.
Geriatric Psychiatry
60 Kendrick St, Suite 204
Needham, MA 02494
Phone (617) 964-8200 Fax (617) 969-0996

Welcome to the office of Bruce Kaster, M.D. This is a summary of our office policies developed to ensure you good health and the efficient operations of this office to better serve you.

Office Hours

Are by appointment only. Please call 617-964-8200 to schedule an appointment

Emergency

If you are having an emergency, you may contact Dr. Kaster at 617-510-6648

Cancellations

If you are unable to come to your appointment, please call at least 24 hours in advance to cancel. If you do not give such notice, you will be charged \$50.00 for each late cancellation and/or missed appointment. Exceptions will be given for extenuating circumstances such as illness or hospitalization.

Continued Care

For your health and well-being, you are expected to keep your appointments for your continued care. If you have excessive missed or cancelled appointments, or you do not contact the office for 12 months, you will be discharged from the practice. This includes timely cancellations of scheduled appointments. If you are discharged from the practice, you will be notified by mail with referral suggestions.

Payments

Payment in full is expected at the time service is rendered. This includes co-pays, co-insurance, and deductibles. No third party checks. Dr. Kaster is a Medicare, Tufts, and Blue Cross Provider. You may require a referral from your doctor or insurance company.

Prescriptions

Please keep track of your medication quantity and need for refills. If you need a refill, call your pharmacy and ask them to fax a refill request to 617-969-0996. Within two (2) business days we will process the refill request and send it back to your pharmacy.

Confidentiality

Your medical records are confidential and will not be released without your written consent. You will be asked to sign such consents for your insurance company, your agent or representative, and your referring physician, if applicable.

Reports

Copies of medical reports may be obtained for a \$25.00 charge (first 20 pages) 0.50 cents per page thereafter. Billing reports are separately charged.

I have read the office policies of Bruce Kaster, M.D., and I agree to abide by them as a patient of the practice

Signature of Patient / Guardian

Date

Printed Name of Patient/Guardian

Date