



PARK AVENUE PODIATRIC CARE

Emanuel Sergi, DPM

INFORMATION FOR NEW PATIENTS

OFFICE HOURS:

Monday 11am to 5:30pm, Tuesday, Wednesday and Friday 9am to 4pm, Thursdays 10am to 5pm

APPOINTMENTS:

Appointments are given on a first-come, first-serve basis. We do not keep a "wait list" or "cancellation list." Please arrive on time for your scheduled appointment. The doctor will sometimes run behind schedule because we are tending to each patient's individual needs. Your patience is therefore appreciated.

INSURANCE:

We accept assignment (payment) from most major insurance carriers. However, you may be responsible for meeting a yearly deductible, co-payments, and any services that are not covered by your particular insurance. If you have any questions regarding covered services, please contact your insurance carrier directly. Because podiatrists are considered "specialists," you are responsible for obtaining a referral should your insurance plan require one.

PERSONAL INFO:

Please make sure we have your current address, telephone numbers, and insurance information on file at all times. This will expedite billing and payment.

CANCELLATION POLICY:

We understand "last minute" cancellations are often inevitable; however, as a courtesy to your fellow patients we require 24-hours notice if you must cancel your appointment. Chronic late cancellations will be subject to a \$75.00 fee.

EMERGENCIES:

If you have suffered an injury (broken bones, cuts, ulcers) or are in severe pain, call the office immediately. We will see emergencies same-day; however, there may be a wait of up to 1 hour.

SUPPLIES:

We sell a wide variety of podiatric supplies such as moleskin, lambs wool, orthotics, pads, and antifungal treatments at a significantly lower cost than at your local drug store. The doctor may recommend the purchase of one or more of these specific podiatric supplies at the time of your visit.

PRESCRIPTIONS:

Please make sure you tell the doctor about any medications you are currently taking. Some podiatric medications require you to have a simple blood test before treatment can begin; this can be done at your internist's office or at any outside lab.

HOSPITAL AFFILIATIONS:

We are affiliated with NYU Downtown Hospital. Park Avenue Podiatric Care doctors are board-certified in podiatric medicine and surgery of the foot and ankle.

LETTERS OF DISABILITY / MEDICAL NECESSITY:

Should you be unable to work or be limited at work due to a foot or ankle injury, the office can write one letter on your behalf to your employer/school at no cost. Any additional letters are \$15.00 each. Payment must be made before the letter can be mailed and/or faxed.