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OFFICE POLICY

Dear Patients,

REGISTRATION:

All patients must be registered prior to receiving any services. Follow up appointments do not need any registration except for any changes since the previous appointment. Registration forms can be found in this website.

APPOINTMENTS:

Our office appointments are very important to our patients. If you are unable to keep up an appointment please provide a minimum of 48 hours' notice by calling our office.

PRESCRIPTIONS:

Please allow 2 – 3 working days for all prescription requests to be completed. Prescription requests will be taken during business hours only. Do not call after hours or on weekends for prescription requests.

FORMS:

We request patients to bring any kind of forms to be filled during their appointment. Forms to be filled outside the appointment time will require 3 business days to be processed. There will be a fee of \$25.00 for filling each form per each patient, which will be collected when you drop the forms off. This is because the doctors take time out of their schedule to fill these forms.

RECORDS RELEASE:

For the release of medical records please allow 10 working days. There may be a fee charged depending on how many pages need to be copied or faxed. Prior payment is required.

Thank you.