

Policies, Notices and Disclosures

Notice of Privacy Practices

Austin Neurosurgical Institute's Notice of Privacy Practices explain how our office may use and disclosure your protected health information (PHI), your rights, and our obligations to disclosure your medical information for treatment in care, payment, and healthcare operations. Austin Neurosurgical Institute will use and disclose your protected health information to provide your medical care, receive payment for services, and to conduct its business.

Medication and Refill Policy

Pain medications will only be prescribed in a patient's post-operative period. Use of pain medications after a patient's post-operative period will need to be managed by either the patient's primary care physician or pain management specialist.

Medication and refills prescribed by our office are only accepted from a pharmacy during regular business hours, Monday-Friday from 7:30 am to 4:30 pm. Patients requesting a refill will need to call their pharmacy first and the pharmacy will request the refill from our office. If your request is received after 2:00 pm Monday-Thursday or after 12:00 pm on Friday, it will be processed the next business day. Refills are not authorized on Saturdays or Sundays.

Authorization Policy

As a courtesy, we try to remind patients when authorization is required prior to a scheduled appointment. It is the patient's responsibility to ensure an authorization is obtained and current during their time of care. Patients who do not obtain an authorization prior to their appointment will need to reschedule their appointment. As a specialty office, we are unable to obtain authorizations on a patient's behalf. Therefore, the patient will need to initiate authorization through their primary care physician.

Disclosure of Physician Ownership

Thomas S. Loftus, M.D. is the owner of Austin Neurosurgical Institute and has ownership and/or investment interests in:

- Northwest Hills Surgical Hospital
- Cedar Park Surgery Center
- Capitol Neurodiagnostics, PLLC

Services provided by these facilities may be out of network, and as a result you may receive an out of network bill. However, you have the right to choose the provider of your healthcare services. Therefore, you have the option to use the healthcare facility of your choice. You will not be treated differently by Thomas S. Loftus, M.D. or Austin Neurosurgical Institute if you choose to have services performed at a different facility.

I have read and acknowledged the **Notice of Privacy Practices, Medication and Refill Policy, Authorization Policy, and Disclosure of Physician Ownership** at Austin Neurosurgical Institute.