|  |  |
| --- | --- |
| Second Nature Health “First we treat you, oneducklogoThe rest is Second Nature" | Dr. Veronica E. Hayduk – 620 Hungerford Dr., Suite 15, Rockville, MD 20850 Office: (301) 395-9118 Fax: (301) 294-4088  NPI::1922129584www.secondnaturehealth.com |

**REVISED E-MAIL POLICY**

July 2015

We all love the convenience of e-mail and it sure is a great way to have questions answered quickly. However, after time it can be an abused system of correspondence and ultimately not the best solution for your long term health care needs. Our “revised e-mail policy” will protect your best health and Dr. Hayduk’s time.

1) ***Included*** with all “First Appointments” are TWO (2) e-mails to clarify the recommended treatment plan given to you on the day of the appointment.

2) ***Included*** with all “Follow-Up Appointments” is ONE (1) e-mail to clarify the recommended treatment plan given to you on the day of the appointment.

3) ALL e-mail questions beyond those included with appointments are ***billable and payable in advance*** on a sliding scale and cost varies from $25.00 to $75.00; depending on the length of time needed to answer the question(s). You will be quoted a price before the e-mail is answered.

4) If you have not had an appointment in six months or more your e-mail questions will not be answered, you will be sent an e-mail advising you to call the office and schedule an appointment. Did you know Dr. Hayduk offers telephone appointments as well as in her office?

We are here to help you achieve your optimal health care goals and we thank you in advance for adhering to our “revised e-mail policy.”

Be well,

Dr. Veronica Hayduk

Please Sign and Date Below

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_/2015