

Welcome to Our Practice

Welcome to Georgia Neurology and Sleep Medicine Associates!

Thank you for choosing us to be part of your healthcare team! David R. Lesch, M.D., is a board-certified Neurologist who is also board certified in Sleep Medicine. We are committed to the successful treatment of your neurological or sleep condition.

Dr. Lesch is originally from Chicago, Illinois and has been practicing medicine in the Atlanta area for over twenty years. He is on staff at Emory Johns Creek Hospital.

Location and directions

Our office is located at 4385 Johns Creek Parkway, Suite 230, Suwanee, GA 30024. We are in Johns Creek near Emory Johns Creek Hospital. For directions, please visit our website www.ganeurosleep.com. Our phone number is 770-814-9455.

Regular Office Hours

Our regular office hours are 9:00 AM to 5:00 PM, Monday through Friday. Please call during these hours for all routine matters such as appointments, prescription refills, referrals and general questions.

Telephone calls during Office Hours

When calling our office, always call the same number: 770-814-9455. You will get a menu of options to direct you to the most appropriate person for your needs. There may be times, when all of the staff is on another call or working with a patient, when you may need to leave a message for a call back.

Prescription Refills

The best way to get prescriptions refilled is to have your pharmacy send the request electronically to our office. This is the most efficient process for refills.

If your pharmacy does not participate in electronic prescriptions (this would be rare), you may leave your information on the **NURSE'S** extension. Please remember to leave your full name, date of birth, your phone number, your pharmacy name and phone number and the name and dosage of the medication that you would like to be refilled.

Please remember that refills can only be given if you have been seen by the doctor usually within the last year but at times even more recently. If it has been more than a year, you will need to schedule an appointment.

When leaving a message on the nurse's line, please allow 24 to 48 hours for refills.

Test Results

When the doctor orders diagnostic testing or labs, you will be scheduled to return to the office to discuss the results. We do not discuss test or lab results over the phone. We will alert you if an emergent problem is detected.

Insurance and Billing

Please make any required payments or co-payments and co-insurance at the time of your visit. If you have a high deductible that you have not met, you will be required to pay for your visit at the time of service. We accept most major plans. Please keep us informed if you change insurance plans. If your plan requires a referral from your primary care physician, please obtain your referral prior to scheduling an appointment in our office. If you are unable to pay your co-payment or co-insurance at the time of service, you may need to reschedule your appointment.

You are responsible for all charges related to the delivery of medical care, which are expected to be paid promptly. It is our policy that all past due accounts are sent two statements. If payment is not made on the account after the second statement, the account will be sent to an outside collection agency. You will be responsible for any collection fees charged by an outside collection agency. If your account is turned over to an outside agency, you will automatically be discharged from the practice.

Appointments

Broken appointments represent a cost to us, to you, and to other patients who could have been seen in the time set aside for you. Cancellations are expected 48 hours prior to your appointment. If you fail to notify us prior to 48 hours of your appointment time, you will be charged \$35.00 for a return office visit, \$75.00 for a new patient visit, \$100 for all special procedures (EEG, EMG, NCS, Botox injections, Cognitive Testing, VNG Testing) and \$200.00 for sleep studies. Please arrive on time for your appointment. If you arrive 15 minutes or more after your appointment time, you may need to be rescheduled.

The Wait

Because this is a specialty practice with patients that may have unpredictably complicated medical issues, please plan to be in the office ***at least 90 minutes***. New patient appointments may take two hours or longer.

Form Fees

Disability Forms - \$75.00

FMLA (Family Medical Leave Act) - \$75.00

Handicapped parking forms - \$25.00

Prior authorizations for prescription medicines - \$25.00

Jury Duty Forms/letter - \$25.00

Other miscellaneous forms or letters -\$50.00 per page

Returned checks

The Bank Fee for a returned check is \$50 payable by cash, credit card or money order. This amount will be applied to your account in addition to the insufficient funds amount. You may be placed on a cash only basis following any returned check.

Check List of items for New Patients to bring on their first visit

- Registration forms
- Insurance Card(s)
- Picture ID
- Referral if needed
- List of medications and dosages
- Reports of MRI or CT Scans with CD of images
- Symptom diary (when started, duration, severity)
- Previous medical records from doctors, Hospitals, etc