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Please read the following information about email/text communication policies and cancellation policy. If you understand these policies and agreed to adhere to them, please sign and date at the bottom of the page:

- 1) Email or text communication is not a substitute for a face-to-face encounter.
- 2) It is my practice to make every effort to protect your confidential information; however, no email or text communication is 100% secure
- 3) Please limit email and text communication to ask nonurgent, routine medical questions; to schedule an appointment; or to report a mild reaction to a medication or report anything else required by Dr. Gabriel Katz
- 4) I will try to respond to emails and text messages within 36 hours. For more urgent concerns please call my cell phone and leave a voice mail message if you do not reach me; evening, weekends and holidays, please leave a voice mail and I will return at later time. For Emergencies, please call 911 or go to the nearest emergency room.
- 5) While I do accept medication refill requests by email/text, good medical practice may mean that it is necessary for you to be seen in the office prior to medication refill.
- 6) Fee for appointments cancelled less than 48 hours is 100 % of usual office fee.

Signature _____

Date _____