

**MARGARET GRADZKA, M.D., F.A.C.R  
RHEUMATOLOGY**

FAIR OAKS MEDICAL PLAZA  
3620 JOSEPH SIEWICK DRIVE  
SUITE 401  
FAIRFAX, VA 22033  
(703) 648-9800 FAX (703) 648-9808

**FINANCIAL POLICY**

To avoid delays of our services, please be aware of the following:

- All balances must be paid prior to seeing the physician. If not paid, we reserve the right to reschedule your appointment.
- Co-payments will be collected on each visit. We accept cash, checks, VISA, MasterCard, and DISCOVER. Returned checks will result in a \$35 additional fee.
- Patients will be financially responsible for any services that are not covered by their insurance plan.
- Missed appointments will result in a \$50 charge if not cancelled with 24 hours prior notice.
- A fee of \$25 will be charged for any letters written, and for the completion of forms.

Thank you for your cooperation,

Patient Signature: \_\_\_\_\_ Date: \_\_\_\_\_