

## Our Mission

To improve the health status of West Virginia and Pennsylvania residents by providing high-quality health and wellness services, expanding access to care, and participating in the education of healthcare professionals.

## Our Vision

To be the first choice for patient-centered care and the best place for staff and physicians to practice.

## Our Values

### Respect

- Appreciate your colleagues
- Be professional
- Value your patients
- Take care of yourself and each other

### Teamwork

- Support a positive work environment
- Share your knowledge with others
- Take initiative

### Integrity

- Maintain confidentiality
- Be open, direct and honest
- Keep your word
- Do the right thing

### Excellence

- Be a continual learner
- Be the best at what you do
- Provide compassionate, superior care
- Provide exceptional customer service

### Quality

- Pursue continuous improvement
- Suggest service enhancements
- Keep your patients safe

### Stewardship

- Be accountable when using resources
- Be fiscally responsible

## Mountain State Medical Specialties Associates & Services

### Mountain State Dermatology

David C. Carlisle, MD	Amy B. Norton, MD
Jeffrey A. Dodson, MD	Georgia D. Daniel, CRNP
C. Bradley Franz, MD	Megan A. Fluharty, PA-C
Jeffrey B. Jackson, MD	Kayla A. Gouzd, PC-C
Janelle M. King, MD	Dayna L. Hrovath, PA-C
B. Asher Loudon, MD	Kristin B. Smucker, PA-C

### Mohs Micrographic Skin Cancer Surgery Center

David C. Carlisle, MD  
John Hancox, MD

### Mountain Air Allergy and Asthma

W. Thomas Corder, MD  
Paul R. Ogershok, MD

### Woofter Family Medicine

Dominick R. Woofter, MD  
Isha Woofter, MD

### Mountain State Primary Care

Casey Fryer, II, DO	Frances B. Murray, MD
Haeley E. Harman, DO	Erin Hawkins, FNP-BC
James E. Malone, DO	Elise Mossallati, FNP-BC

### Mountain State Diagnostic Services

Allergy Testing	Full Service Blood Lab
Bone Density	Pulmonary Function Test
Echocardiogram	Stress Test
	Ultrasound

Mountain State  
Medical  
Specialties, Inc.



Patient  
Responsibility  
Notice

## Your Financial Responsibility

ALL patients must provide a copy of the following documentation during the registration process:

- Insurance Card
- Valid Drivers License or some form of Photo ID

Payment is due at the time of service regardless if the patient has insurance , or is private/self pay.

All co-payments, co-insurance and/or deductibles will be collected at the time of service. As a courtesy MSMS Inc. will bill your insurance company; however, you are responsible for any non-covered service and/or patient responsibility after payment from your insurance company.

All private/self-pay patients must place an \$85.00 deposit prior to services being rendered by a MSMS, Inc. provider. The remainder of the balance will be billed to you.

Statements are mailed monthly and we request your account be resolved promptly to avoid statement fees and collection procedures. For questions or to make payment arrangements call our billing office at: (304)624-7200 Ext 1295.

You may make a payment online with your VISA, Discover, American Express, Bank Debit card, or your PayPal account. Please visit our website for additional information regarding all services available to our patients.

## Your Prescription Refills

Please bring all prescription and non-prescription medications with you to each appointment (a complete list of your prescription bottles).

MSMS Inc. Physicians will prescribe enough medications and refills to meet your treatment needs until your next scheduled appointment.

If you need a prescription change or refill before your next appointment please allow 24-48 business hours for us to complete your request.

Please have complete medication name and dosing information available as well as your pharmacy name and phone number when you call in to request a refill .

## Your Privacy

It is the policy of MSMS Inc. that all physicians and staff preserve the integrity and the confidentiality of protected health information (PHI) pertaining to our patients.

Policies and Procedures are in place to protect all medical records both paper and electronic used to treat our patients, financial information provide in person or via internet used for payments, and demographic information used to properly identify our patients. At MSMS Inc. we are compliant with all federal and state laws/regulations pertaining to our patients protected health information.

## Your Laboratory Results

Laboratory (blood specimen), Pathology (skin specimen), and all other diagnostic services are billed as a separate charge from your office visit or procedure. Results will not be mailed to you. Both usually will be available at your next scheduled appointment.

Our office will call you if the results require further treatment or are serious in nature. If you are concerned about your results please feel free to call our Pathology secretary at (304)624-7200 ext. 2171, our Blood Lab at (304)423-5202, and Diagnostic testing at (304)624-7200 ext. 3126.

## Your Appointment

MSMS Inc. physicians' office hours vary depending on location and provider. Typical business hours are Monday thru Friday 8:00 am to 4:00 pm. Please call your specific location to confirm.

As a courtesy please provide 2 days notice of any cancellation; otherwise a fee may be assessed.

### Your Next Appointment:

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**Patient Name**

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**Physician Name**

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**Date**

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**Time**

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