

## **Policies and Procedures for Hospital Patients Transitioning to Care at Bay Area Infectious Disease Associates**

### *Brandon Office*

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Staff Contact:  
Linda Wallace  
Billing Manager

Jodi Berkil, RN  
Nurse Manager/OIC

### *Tampa Office*

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Staff Contact:  
Victoria Yavorcik  
Tampa Office Manager

Welcome to Bay Area Infectious Disease Associates. It is our desire to make your treatment at our facility a welcoming experience. Our staff is here to assist you in your healthcare needs at this time, from insurance to medical. Please do not hesitate to contact Linda Wallace for any non medical issues , for any billing issues or problems at the Brandon Office, Victoria Yavorcik for issues at Tampa and Jodi Berkil, RN for any medical issues. We are here to assist you.

### First Visit Protocol:

Your first visit to Bay Area Infectious Disease Associates, following your hospitalization will be for your infusion. You may or may not see the physician that you saw in the hospital. Bay Area Infectious Disease Associates has four physicians, Dr. Jose Prieto, MD, Dr. Jose Vasquez, MD, Dr. Enid Klauber, MD, and Dr. Derrick Thiel, DO, as well as a Nurse Practitioner, Lisa Washington, NP. While we strive to ensure you always see the physician that you saw in the hospital at times you will be scheduled with one of our other providers. This is necessary to maintain your scheduled infusions.

When you come in for your first infusion, we will review your initial paperwork that you were given in the hospital to fill out and bring in with you. You will meet with one of our financial counselors to review your insurance information and discuss your financial responsibilities during the course of your treatment. Payment is expected at the beginning of each appointment for the duration of your treatment.

After this meeting you will go to the infusion area to begin your infusion. Our infusion center is staffed by nurses, with physicians on site for assistance, and you will be monitored during your entire infusion session. Your infusion could take anywhere from 30 minutes to several hours, depending on the type of infusion you are receiving. Our infusions are set in blocks determined by the type, so you may be in with a group of people during your infusion sessions. Your start time is determined by your infusion type and it is imperative that you arrive at the time given to you. If you arrive late, you may not be able to receive your infusion for that day, as other patients are scheduled based on the time duration of each infusion.

Once your infusion is completed you will schedule your next infusion sessions and any follow up appointments with the physician on site during your infusion as needed. You will be given any and all medical and/or educational instructions upon the completion of your infusion session by the Nurses in the infusion center and/or the Medical Assistants at check out.

Once again thank you for choosing Bay Area Infectious Disease Associates for your healthcare needs. We strive not to meet, but to exceed your expectations.

Jose Prieto, MD

Jose Vasquez, MD

Enid Klauber, MD

Derrick Thiel, DO