

## Our Doctors



Joel Brook, DPM, MS, FACFAS

Dr Brook earned his bachelor's degree in Biology from Vassar College in 1983. In 1984, he graduated from Columbia University with his master's in Human Nutrition and went on to earn a Doctorate in Podiatric Medicine from Temple University College of Podiatric Medicine in 1995, followed by residency training at the Mount

Sinai Medical Center in Cleveland, Ohio.

Dr. Brook's hospital affiliations include:

- Medical City of Dallas.
- Baylor Regional Medical Center of Plano.
- North Central Surgery Center.

Dr Brook is a Diplomat of the American Board of Podiatric Surgery, and is board certified in both Foot Surgery and Reconstructive Rearfoot and Ankle Surgery. Dr Brook is a member of the American College of Foot and Ankle Surgeons, American Podiatric Medical Association, Texas Podiatric Medical Association and American Diabetes Association.

An avid lecturer to both the medical and the lay community, Dr Brook has lectured on topics including the Pediatric Flatfoot, Pediatric Foot Pain, Charcot Arthropathy, The Spectrum of Heel Pain, and Evaluation of the Diabetic Foot, Management of Puncture Wounds and a Women's Guide to Painful Feet and Bunion Surgery. Dr Brook has conducted extensive research and published 10 articles in several prominent clinical journals. He has received many honors and awards for his work. He is currently the Education Director for the Hunt Regional Medical Center Podiatric Residency Program.

Dr Brook has served on the infection control, ethics and executive committee of the ambulatory Surgery center at Medical City and was Chairman of the Podiatric Surgery section at Medical City Dallas Hospital from 2001-2006, and the Medical Executive Committee at North Central Surgery Center. Dr Brook has continuously been voted Best Doctor in D Magazine.

Dr Brook is married with 3 children, is active in community affairs, enjoys skiing, biking, and is an avid woodworker.



## David R Northcutt, DPM, AACFAS

David R. Northcutt, DPM, grew up in Indiana and earned his bachelor's degree in Health Sciences from Purdue University in West Lafayette, Indiana in 2002. He is a graduate of Des Moines University College of Podiatric Medicine, where he served as the president of the Iowa Podiatric Medical Student Association. He received several achievement scholarships. After obtaining his doctorate of podiatric medicine, he completed a three year residency in podiatric medicine and surgery at Hunt Regional Medical Center in Greenville, TX. Based in Greenville, this residency program allowed him to work with a variety of physicians around the Metroplex, where he developed expertise in the diagnosis and treatment of pathology affecting the pediatric and adult foot and ankle, diabetic foot care, and extensive foot and ankle trauma. His training also included an intensive mini fellowship with reconstructive foot and ankle surgeons in Germany and Austria.

**Dr. Northcutt's hospital affiliations include:**

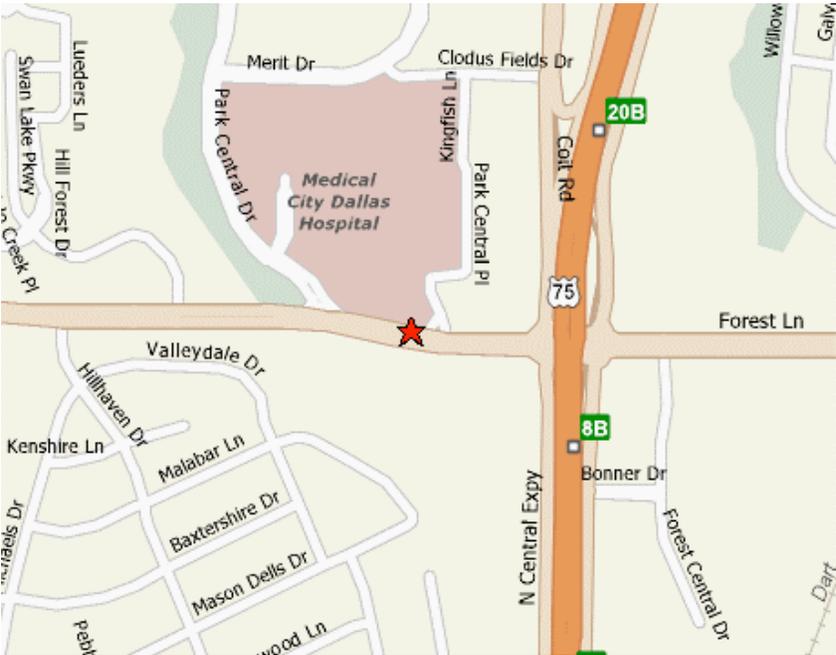
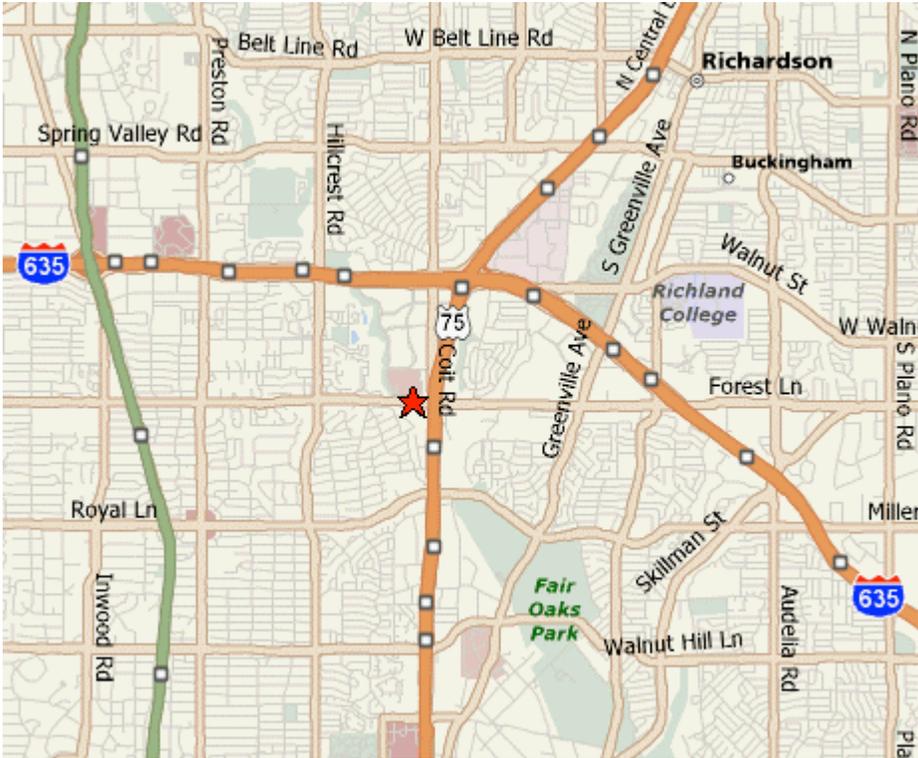
- Medical City of Dallas
- Baylor Regional Medical Center of Plano
- North Central Surgery Center
- Hunt Regional Medical Center

He is a member of the American Podiatric Medical Association, American College of Foot and Ankle Surgeons, Texas Podiatric Medical Association, and is currently serving as secretary for the Dallas County Podiatric Medical Society.

Dr. Northcutt is married, the father of twins, and lives in Dallas. He enjoys mountain biking, basketball, camping, and spending time with family and friends.

# Our Locations

**Medical City Dallas Office**  
7777 Forest Lane, Suite A-212  
Dallas, Tx 75230  
Phone 972-566-7474  
Fax 972-566-7479



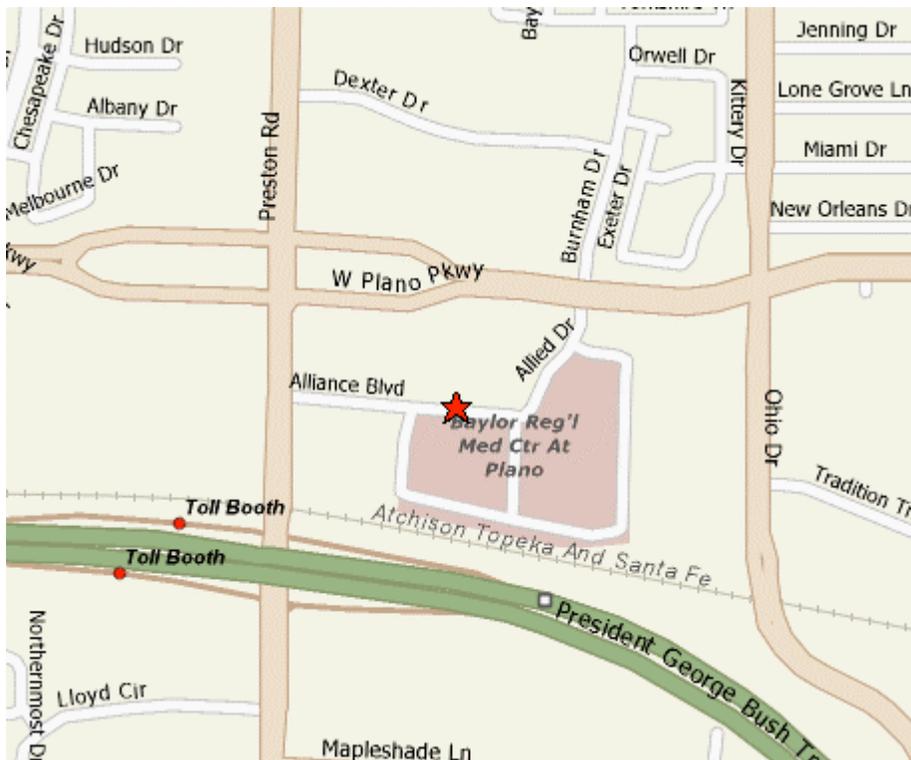
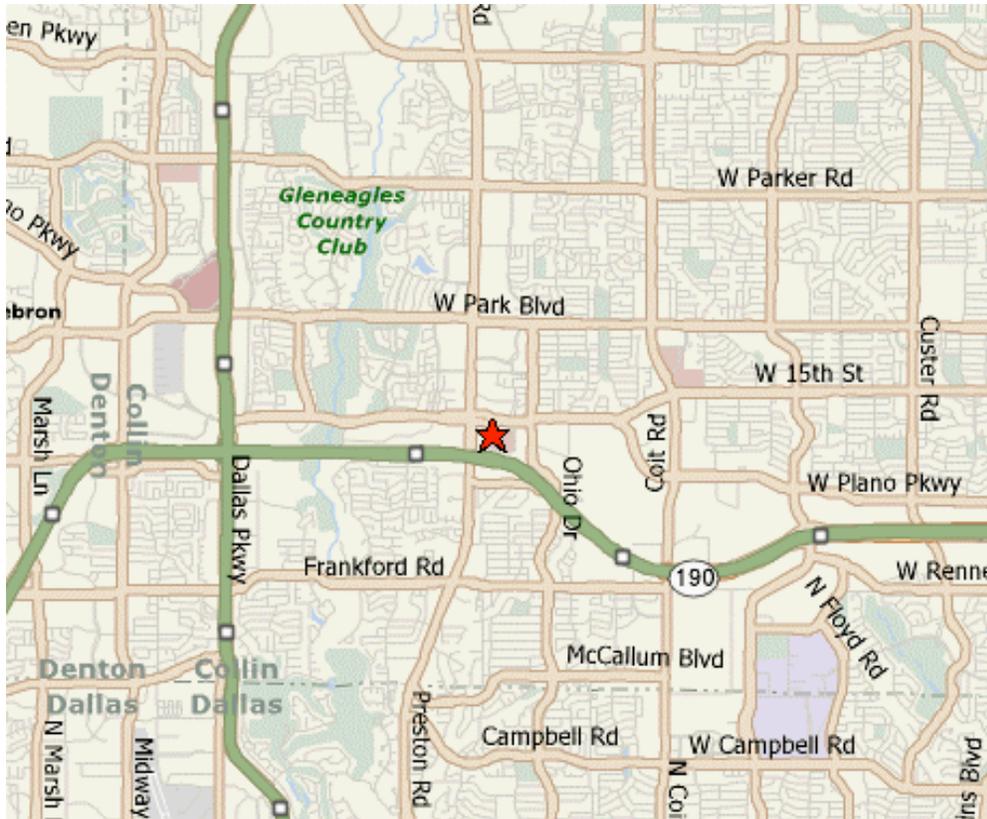
## Baylor Plano Office

4708 Alliance Blvd, Suite 475

Plano, TX 75093

972-943-3323 Phone

972-943-3326 Fax



# Dallas Podiatry Works, P.A.

## Patient Financial Policy

It is our goal to create and maintain a good doctor-patient relationship. In an effort to help you understand, and to meet your financial obligations to our practice, we have put together the following policies. We understand that sometimes it may be difficult to meet your financial obligations. If this should occur, we encourage you to discuss your account, and any payment arrangements with our office manager. Our doctors will not discuss any financial issues with patients.

       **Insurance.** As a courtesy to you, this office will file claims for all visits and procedures, whether they are delivered in the office, outpatient center, or the hospital. When we file a claim on your behalf, it is with the understanding that the benefits are assigned to Dallas Podiatry Works. (The insurance company will pay us directly). You are responsible for payment of all co-pays, deductibles, co-insurance and non-covered services. Please remember that insurance coverage is a contract between you and your insurance company. The ultimate responsibility for understanding your insurance benefits and for payments to your doctors rests with you.

       **Referrals.** You are required to know whether or not your insurance requires referrals, and to obtain the referral before you are scheduled to be seen in our office. We can assist you to determine if we participate on your insurance plan, however this is not a guarantee of coverage. Please take the time to call your insurance company to ask specifically if we participate with your insurance plan. Referrals usually have an expiration date, and a limited number of visits. You should carefully monitor the dates and visits. Our office will not see patients without referrals.

       **No Insurance.** Patients who do not have insurance are expected to pay for all services rendered at the time of service. We also require payments for outpatient procedures in advance of having the procedure performed. In the case of difficult financial situations, we are happy to discuss other payment arrangements as needed.

       **Returned Checks.** Your account will be charged a \$30.00 fee for each returned check. In addition, you will be asked to bring cash to our office to cover returned check and fee.

       **Past Due Accounts.** Patients who fail to make payment arrangements or have not expressed interest in meeting their financial obligations, will be turned over to a collection agency. Patients with accounts in collections will be required to satisfy their financial obligations to us, and pay for any future services in advance, prior to be seen by our doctors.

       **Non-Covered Services.** Medicare or your health insurance company may determine that your visit with our doctors is not "medically necessary", and will deny payment for our services. If this happens, it is your responsibility to pay for our services. We will inform you what services may not be covered by your health insurance plan.

       **Scheduled appointments.** Our automated system will contact you to confirm your appointment 2 days prior to the appointment. If you have not heard from us, please make sure to call us and confirm your appointment within 24 hours prior to your appointment.

       **Missed appointments.** If you cannot keep your confirmed appointment, please contact us as soon as possible. Missed appointments will result in a \$25.00 fee to your account.

       **Surgeries.** When a surgical procedure is scheduled, we will give you an estimate of the amount you will be responsible to pay. This amount is collected before the procedure is performed. Additional payments or refunds may be required after the insurance has processed your claim. Your insurance company will issue an "EOB", explanation of benefits, indicating the responsible amount.

       **Surgery Cancellation.** Surgical procedures need to be cancelled at least 3 days in advance, failure to do so will result in a \$50.00 charge to your account.

\_\_\_\_\_ **Retail/Return Policy.** Our office offers a variety of foot care products which are considered retail items, and are not billable to Medicare or any other health insurance. Full payment of retail items is expected at the time of service. We gladly take returns of unused retail items, refunds are processed within 7-10 business days. A restocking fee of 25% will be charged on all returned items.

\_\_\_\_\_ **FMLA forms.** FMLA forms take 3-5 business days to be processed. A fee of \$25.00 will be charged for every form.

\_\_\_\_\_ **Medical Records.** We gladly send your medical records to other physicians (at no charge) upon your request. A copy of your medical records will cost you \$25.00.

**Patient Statement:**

I have been informed of **the Dallas Podiatry Works, P.A. Patient Financial Policy.** I have read and understand my obligations; I understand that if Medicare or **my health insurance company** denies payment, I agree to be personally and fully responsible for payment.

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Patient's Name

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Patient/legal guardian signature

Relationship

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Date