

If you have additional questions about referrals or pre-certifications, which are required for surgery, please call the podiatry center at 703-444-9555. You may also call your insurance company's member services department who will be able to provide you with specific information regarding your coverage.

About....

MARK D. DOLLARD, D.P.M.

- *Board Certified, American Board of Podiatric Surgery*
- *Diplomat, American College of Foot and Ankle Surgery*
- *Diplomat, American Academy of Podiatric Sports Medicine*

Dr. Dollard is a 1977 Graduate of Colgate University and a 1981 Graduate of Illinois College of Podiatric Medicine. He completed his residency training at Atlanta Hospital and Medical Center, 1983, in Reconstructive Surgery of the Foot and Leg.

Specializing in all disorders of the foot/ankle, he holds hospital privileges at Loudoun Hospital Center, Reston Hospital Center, Fairfax Hospital Center, Georgetown University Hospital and Fair Oaks Hospital. Dr. Dollard holds faculty appointment with Georgetown University Medical School.

DIRECTIONS TO OUR OFFICE

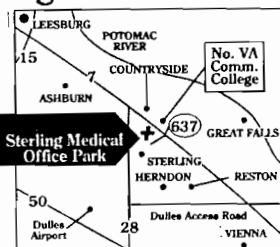
The Loudoun Foot and Ankle Center is located approximately 12 miles West of the Tysons Corner area in Sterling, Virginia. We are at the intersection of Route 7 and Potomac View Road.

From the Capital Beltway:

Take Route 7 West from Tysons Corner approximately 12 miles into the Sterling vicinity. After passing the intersection of Sterling Blvd., you will turn left at the traffic light at POTOMAC VIEW ROAD and then make an immediate right into the Sterling Medical Office parking lot. Our suite, #111, is located on the first floor next to Medex Urgent Care Center.

From Western Fairfax/Loudoun Counties:

Take Route 28 North to Route 7 East. You will pass Countryside, Cascades and NOVA Community College. The light after the college is POTOMAC VIEW RD. Turn right and then an immediate right into the Sterling Medical Office parking lot. Our suite, #111, is located on the first floor next to Medex Urgent Care Center.



Welcome to the

LOUDOUN FOOT AND ANKLE CENTER of Sterling

***Complete Foot & Ankle
Care for Children and
Adults
Foot/Ankle Surgery
Sports Medicine***

**Mark D. Dollard, D.P.M.
Loudoun Foot and Ankle Center
46440 Benedict Drive, Suite
111
Sterling, VA 20164**

**703-444-9555
Fax: 703-444-1190**

DIRECTORY OF SERVICES

The podiatry center is open Monday through Friday from 8:30 a.m. to 5:00 p.m. Our staff will make every effort to schedule your appointment within 48 hours. In case of an emergency, we will schedule immediately. If the emergency is after hours, there is a physician on call 24 hours a day at 703-533-2222.

You should arrive fifteen minutes before the time of your first appointment to complete the necessary registration forms. Please remember to bring your insurance card so that a copy can be made to be kept on file. Patients with an HMO insurance MUST bring the appropriate referral for the first visit.

The podiatry center has its own billing department and the capability to file claims to your insurance company. A current copy of your insurance information must be on file with our office in order for us to submit a claim. Deductibles and co-payments for all patients are due and payable at the time of service. If you have any questions concerning your bill or an insurance issue, please call our billing department to assist you.

REFERRALS

Referrals are required by all HMO's and many PPO's. They are written authorization from your primary care physician to receive services from a specialist. A referral for you to see a specialist on a non-emergency basis requires three business days notice to prepare the referral. It can be mailed to you or you can arrange to pick it up at your primary care physician's office. Referrals ARE NOT FAXED to the specialist. All referrals require the physician's signature and a diagnosis for appropriate treatment (i.e., heel spur, planter's wart, plantar fasciitis). It is your responsibility to obtain your referral in a timely fashion.

When you contact your primary care physician, please have the following information available:

- Specialty or specialist's name
- Specialist's telephone number
- Date of the appointment
- Specific reason for the appointment
- Your daytime phone number and your correct mailing address

It is your responsibility to request the referral and make certain the specialist obtains it in a timely fashion. As mandated by the insurance companies, referrals cannot be back-dated. You should bring the referral with you to the specialist's office on your first visit. Referrals are valid for participating specialists only. Verbal referrals from your primary care physician are not valid for insurance compensation.

The following insurance companies require referrals for a person to be seen by a specialist. You should check your particular plan's benefits booklet for any additional requirements.

- AETNA HMO
- CAPITAL CARE
- GEORGE WASHINGTON UNIVERSITY HEALTH PLAN
- PRUDENTIAL PLUS, HMO and PPO
- HEALTHKEEPERS (TRIGON)
- KEY ADVANTAGE (TRIGON)
- MDIPA/OPTIMUM CHOICE
- U.S. HEALTHCARE
- PRINCIPAL HMO
- CIGNA HMO
- NYLCare HMO