

Providers' Biographical Data

Bruce M. Cotugno, M.D. attended New York University where he received his degree in Biochemistry. He received his Medical Degree from the New York College of Medicine and completed his residency at the Medical College of Virginia. Dr. Cotugno completed an Electrophysiology Fellowship and an Epilepsy Mini-Fellowship. He is board certified in Neurology and is a CMSC - Multiple Sclerosis Certified Specialist. Additionally, He is on staff at The Washington Hospital where he serves as the Neurology Director and as a Physician Advisor for the Stroke Program. He has a special interest in Parkinson's Disease. He is the President of Adult Neurology Center.

Kent E. Berkey, M.D. attended the University of Virginia where he received a Bachelor's Degree in Chemistry. He also received his Medical Degree from that University in 1988. He completed his Neurology residency at the University of Pittsburgh in 1993 and started at Mercy Hospital as an attending neurologist in 1993. He is board certified in Neurology. He is on staff at The Washington Hospital and joined Adult Neurology Center in 2007.

Alexandra J. Barbera, MPAS, PA-C attended Seton Hill University's accelerated 5-year Physician Assistant Program graduating in 2020. She completed both her Bachelor's of Science and Master's of Science in Physician Assistant Studies. She joined the practice in 2020 and is on staff at the Washington Hospital.

Mary J. Fiedorczyk, CCT, REDT, REEGT Technologist is a Certified Cardiographic Technologist passing the boards in the 1990's. In July of 1998 she became board certified in EEG through the American Board of Registration of Electroencephalographic Technologists. In September 2000, she was board certified by the American Association of Electrodiagnostic Technologists for Nerve Conduction Testing. Mary has many years of experience in neuro-diagnostic testing such as Nerve Conduction, EMG, EEG,

Evoked Potentials, VNG, and 24/48 Hour EEG testing. Mary joined Adult Neurology Center in 2002.

Welcome

Welcome to Adult Neurology Center, P.C. In an effort to serve your medical needs in the best possible manner, this brochure has been developed as a general reference for you. If you have any questions or concerns after reading this brochure, please speak with a staff member.

Office Hours

Washington Office: The Washington office is open Monday through Friday from 8:00 am to 4:00 pm.

For more information, please call the office at (724) 229 – 6195.

Receptionist Phone Hours

The office receptionists are available for calls Monday through Friday from 8:15am to 4:00pm. All telephone calls are directed through our automated voice mail system. In order to help us serve you better, please follow the prompts provided by the automated telephone system when calling.

Emergencies

We offer emergency coverage when the office is closed. Please limit after hours calls to true emergencies. **IF YOU HAVE AN EMERGENCY SITUATION AFTER OFFICE HOURS, PLEASE DIAL (724) 229-6195 TO PAGE THE PROVIDER ON-CALL.**

Appointments

Appointments are scheduled according to your chief medical complaint and/or routine medical need. New patient visits require 30-45 minutes to allow the provider adequate time to review prior records and perform a complete examination. After this initial history and physical, your return visit will be scheduled according to your needs. We accept patients ages 16 and up.

- Routine appointments are scheduled within 4 to 6 weeks from the time of your request.

- Urgent care appointments are scheduled within 48 to 72 hours from the time of your request.
- Acute care appointments are scheduled within 24 hours from the time of your request.
- Urgent and Acute care appointments are triaged through the providers.

Minors

Patients 17 and under **MUST** be accompanied by a parent, legal guardian, or authorized adult for all medical treatment and procedures. If you wish to obtain a parental consent form for an authorized adult, please ask a staff member.

Cancellations & Missed Appointments

Adult Neurology Center requires at least 24-48 hours' notice when cancelling your appointment.

Failure to cancel your appointment within 24-48 hours or failure to come to (no show) your appointment creates an unusable block of time to schedule other sick patients. In order to be respectful of the medical needs of other patients, please call promptly if you are unable to keep your appointment.

Same day cancellation of an appointment for a non-emergent reason is considered a "no show" appointment.

If adequate time is not given for a cancellation, you will be assessed a no-show fee (the fee for Botox and testing appointments is higher than office visit appointments). Please be courteous and cancel any appointment you will not be keeping so we may schedule other patients seeking medical care.

Patients who "no show" two (2) times may be permanently dismissed from the practice.

For complete details, please request a copy of the **Cancellation and No Show Appointment Policy.**

Insurance

Please bring your insurance cards to EVERY office visit so we may update your account, as necessary, and bill your services appropriately. Our providers participate in most insurance plans. If you have any questions, please speak with a staff member.

Referral & Authorization

As your specialty care provider, we ask that you adhere to your individual insurance policy.

If your insurance plan requires a referral for specialty care, please allow your Primary Care Provider (PCP) adequate time to process that referral by giving them as much notice as possible. It is your responsibility to obtain a referral from your PCP prior to your appointment.

Payment, Fees, & Billing

Payment of non-covered charges and/or your copayment is required at the time of your appointment. We accept cash and personal checks. We charge a \$40 NSF fee for checks that do not clear the bank. You may also pay your bill online. Go to www.adultneurologycenter.com and click on **Pay My Bill**. Our fees are reasonable and customary for the services provided. For billing questions; please contact our billing department at (724) 229-6195 option 6.

Prescription Refills

Requests for prescription REFILLS should be made between 8:15am and 3:00pm Monday through Friday. Please call us before your prescription runs out. When calling for a refill, please have your pharmacy name and telephone number, medication name and dosage, and your primary insurance plan information. If you have missed your regular follow-up appointment, a refill may be called in at the provider's discretion and you will be asked to schedule an appointment. If you have not seen your provider in the past 12 months, you are not a current patient and will be required to see your provider **BEFORE** we can refill any medications. **No narcotics will be given during your first 90 days of care**, nor will they be called in after hours or on the weekends. We ask that you please keep an updated list of your medications with you at all times and bring it with you when you have an office appointment.

Test Results

NORMAL test results are given by request only. Please allow a minimum of one week for a return call. ABNORMAL test results are given without request as soon as the provider reviews the report.

Forms & Medical Records

Requests for the completion of forms usually require a scheduled examination. Please complete your portion of the form prior to your appointment. A \$15.00 **per form** fee will apply to any forms completed without an exam. Medical Record copies are released to other providers/facilities upon your written request and/or according to HIPAA rules. All original medical records are the property of Adult Neurology Center, P.C. Copying fees may apply. If you have any questions, please speak with a staff member.

Diagnostic Testing

We offer the following diagnostic testing Monday through Thursday in the Washington office:
•EMG/NCV •EEG •VNG

Patient Portal

We offer the ability for you to view, print, and send portions of your medical record to third parties through an encrypted patient portal. This also allows you to communicate with the office staff to request appointments, refills, and ask general health questions. This is an enhancement for our patients to be able to communicate with e-mail. When you are in the office, provide your e-mail address so we can send you a username and temporary password. You will then choose your permanent password for secure access.

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Adult Neurology Center, P.C. Patient Information

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