

ACKNOWLEDGEMENT OF PATIENT OFFICE POLICIES

- We provide reminder calls to patients for your convenience. If you are unable to keep your appointment, we require a 24-hour notice, or you may be charged a fee. If the office is closed, you may leave a message. If you do not call to cancel or reschedule your appointment it will be considered a missed appointment. Fees will be charged to your account, and you may receive a bill.
- Plan on being here for 1.5 hours for new appointments and 1 hour for follow-up appointments. If you are unable to wait, please reschedule.
- Behavioral issues, financial delinquency, and 2 or more missed appointments will result in discharge from the practice at the discretion of the provider.
- All copays are due at time of service.
- Medication refills can be obtained during visit, or you may call the office to request a refill.

I, _____, acknowledge receipt of this policy.

Patient Signature _____

Date _____