St. Francis Health Center Policies

***Please Initial next to every statement in acknowledgment.***

We require a complete 24 business hour cancelation notice for any appointment. There will be a $100 fee for no call or no show appointments.

3 missed appointment/ late cancellations may result in dismissal from practice.

All products are final sale. We do not accept returns.

We require 72 hour turnaround time for all RX refills, lab/mammogram orders, referrals, and copy request that you make.

Copy fee is $1 per page.

There will be a flat fee of $35 for any letters of medical necessity (i.e. airline travel, camp immunizations, etc.)

Controlled substance refills require and appointment. NO EXCEPTIONS.

We require an appointment for all new prescriptions, imaging and physical therapy requests. No exceptions.

Labs and third party reports are not released to patients and or alternative provider until they have been reviewed and signed off by your PCP.

**\*\*We have a zero tolerance policy for abusive patients. SFHC reserves the right to dismiss any patient who exhibits** **rude/inappropriate behavior.\*\***

By signing here I agree that I have read and initialed all of the statements above and acknowledge SFHC policies.

SIGNATURE:

DATE: