

# CLINIC POLICIES

- 1. All copays, deductibles, and co-insurances are due at the time of service.**
- 2. Patient is financially responsible for all charges, whether or not paid by insurance.**
3. Please update all personal and insurance information if any changes. All demographic information is required to be updated if greater than 3 years from the last encounter.
4. All patients are required to provide proof of identity and proof of insurance prior to all visits.
5. Lab results may require an office visit with the physician prior to any release.  
Refills and any medication changes may require follow up with physicians.  
Referrals to specialists may require evaluation by physician prior to authorization.
6. HIPPA law will be enforced to protect privacy of patient's medical records.
- 7. Any insurance information given is not a guarantee of payment. Patient is financially responsible for all charges, including any and all labs, whether or not it is paid by insurance.**
8. Our office is an **appointment only facility**. Walk-ins will be accommodated only at the discretion of the facility.
9. We reserve the right to refuse service to anyone who refuses to follow our clinic policies.
10. Medical consultations or referrals will require an office visit with our physicians due to the complex and sensitive nature of medical issues.
11. All medical records released to patients are subject to a processing fee as established by the Texas administrative code. Records released are waived if sent to another medical facility/provider.

**Signature/Tên ký:** \_\_\_\_\_

**Date/Ngày hôm nay:** \_\_\_\_\_