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| CLINIC POLICIES    1. Please update all personal and insurance information if any changes. All demographic information is required to be updated if greater than 3 year from last encounter.  2.Our office is an appointment only facility, walk-ins will be accommodated only at the discretion of the facility.  3.**All co-pay, deductibles, and co-insurances are due at the time of service.**  4.All patients are required to provide proof of identity and proof of insurance prior to all visits.  5.Lab results may require office visit with physician prior to any release.  Refills and any medication changes may require follow up with physicians.  Referrals to specialist may require evaluation by physician prior to authorization.  6.HIPPA law will be enforced to protect privacy of patient’s medical record.  7.Any insurance information given is not a guarantee of payment.  8.**Patient is financially responsible for all charges, whether or not paid by insurance.**  9. We reserve the right to refuse service to anyone who refuses to follow our clinic policies.  10. Medical consultations will require in office visit with our physicians due to the complex and sensitive nature of medical issues.  11. Please cancel any appointments 24 hour prior to appointment date/time.  A $25.00 fee will be assessed for failure to notify a cancellation to clinic 24 hours prior to your appointment.  **Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |