

Office Policies:

- Office Hours:** Monday – Thursday 9am – 3pm Friday 9am – 12noon
- After-Hours Calls:** In the event of an emergency (after-hours), please call 911 or go to the nearest Emergency Room. For routine matters please contact the office on the next business day.
- Late/Missed Appt:** If you are more than 15 minutes late for your scheduled appointment, you will be asked to reschedule. We request that you contact the office at least 24-hours in advance if you are unable to keep your appointment. Failure to cancel appointment will result in you being a \$25.00 fee that is not covered by your insurance.
- Prescription refills:** It is most efficient for you to contact your pharmacy to request refills on your regular medications. Please monitor your medications so that you don't run out on weekends or after hours. Please allow 24-48 hours for refill requests to be fulfilled.
- Forms/Letters:** There is a \$25.00 fee for forms and letters. Please allow 2 weeks for all forms to be completed.
- Medical records:** Medical records will not be released without a signed authorization form. Please allow one week processing time for medical records.
- Payments:** All copays are due at the time of service.

Name

Signature

Date