

IMPORTANT PRACTICE INFORMATION

If lab or radiology tests are ordered and you do not hear from our office within one week (7 days) of having the test performed, please call our office to inquire of the results.

We utilize electronic records that are not completely fool proof.

We thank you for your patience as we try out best to communicate with you in an efficient manner.

There will be a charge of **\$25** for “no-show” appointments and appointments that are cancelled with less than 2 hours advance notice.

This charge **will not** be billed to your insurance company.

We understand that sometimes you cannot make your scheduled appointments, but we expect at least a courtesy call to cancel or reschedule the appointment **prior** to the appointment time.

There will be a charge of **\$25** for walk-in appointments.

Please call our office to schedule an appointment as our physicians see patients based on a schedule to allow appropriate time to care for each patient.

This charge **will not** be billed to your insurance company.

Prescriptions are sent from our office electronically and therefore there may be a delay in your pharmacy having your medication ready immediately following your visit here.

Please allow them a reasonable amount of time in which to fill your prescription.

If you have a prescription that requires prior authorization from your insurance company you will be charged \$15 per prescription.

This charge **will not** be billed to your insurance company.

Please provide at least a 24 hour advance notice to our office if you need to pick up a written prescription or lab orders to allow the medical assistants appropriate time to communicate your needs with the physicians and obtain the proper approval.

Signed _____ Date _____