



## OFFICE POLICY

- ❖ All patients must complete new patient paperwork before seeing the doctor. Information must at least annually or as changes occur. Please let us know of changes in address, phone number, insurance or PCP.
- ❖ Completion of any medical /disability/FMLA forms will have a \$25 charge.
- ❖ All prescription refills should be called into pharmacy at least five working days before the last pill is taken to allow us adequate time to obtain approval. All refills will be handled during normal office hours.
- ❖ Referrals – you are responsible for contacting your PCP for a referral if your plan requires one. Most PCP's require at least 48 hours notice for referral to be completed.
- ❖ We appreciate your patience in the waiting room. While we strive to maintain our clinic schedule we often have to work in emergencies. In these instances your wait may be longer than normal.
- ❖ Physical and /or verbal abuse towards the office staff of physicians will not be tolerated.
- ❖ **IF WE ARE NOT IN CONTRACT WITH YOUR INSURANCE WE ARE UNABLE TO TAKE YOU AS A PATIENT.**

**Thank you for your understanding of our clinic policies. We are glad you have chosen our office for you healthcare needs**

\_\_\_\_\_  
Patient's Signature

\_\_\_\_\_  
Date