

MRN: _____



Cancellation and No Show Policy

In an effort to provide better service and availability to our patients, we have developed a Cancellation and No Show policy. As our goal is to provide quality medical care in a timely matter, this policy enables us to better utilize available appointments for our patients in need of medical care.

Please note, we do provide a reminder notice 2 days prior to your scheduled appointment date.

A patient who does NOT SHOW for their appointment or who does not provide notice at least 24 hours in advance, may be charged a \$25 administrative fee. This fee is not payable by any insurance company, and remains the responsibility of the patient. This is due in full prior to your next appointment. We ask that you please call 24 hours in advance to 547-0611 if you are unable to keep your scheduled appointment.

Prescriptions

Prescription refills: If you need a refill, please call your pharmacy first. Please allow 48 hours for a prescription to be refilled. If you have not had an appointment within the recent months you may be required to schedule an appointment to be seen before we refill your medication.

Controlled substances: If you need these types of medications we can prescribe them when medically appropriate. However, please be aware that phoning controlled substance in (over the phone) is not good medicine. If you need narcotics, sleeping pills, or “nerve medications” on an ongoing basis you will likely need to complete a written contract for them and then come in to see us on a routine basis for refills.

Signature

Date