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APPOINTMENT AND BALANCE DUE POLICY

All **copays** and **balances are due at the time of service**. Failure to make your payment or establish on an approved payment plan may be cause for rescheduling.

Insurance cards should be given to the receptionist at every appointment.

Our **no call no show** is an agreement signed when you first became a patient. If you do not give us a **24 hour notice prior** to your appointment time to cancel, you will be assessed a fee. This is not billable to your insurance and is your responsibility to pay before rescheduling.

If you have **3 no call no show appointments**, you are at risk for being discharged from the practice.

Prescription refill request should be called in 5-7 business days before you run out of medications. All refills will be sent to your pharmacy electronically. It takes 5-7 business days to send in our prescription refill requests. If you fail to call us in that time frame, you are putting yourself at risk of running out of medication before we can send in a refill.

By signing, you are acknowledging your understanding of the above information.

PATIENT NAME (PLEASE PRINT)

PATIENT SIGNATURE (PATIENT OR RESPONSIBLE PARTY)

RELATIONSHIP TO PATIENT

DATE