

**ADMINISTRATIVE OFFICE POLICIES**

It is the goal of our physicians and our staff to accommodate as many requests as possible in a correct and prompt manner. Paperwork for FMLA, disability, or life insurance is considered beyond routine care and cannot be billed to your insurance company. Please see below the information for completion of paperwork as well as our No Show and Cancellation policies.

**FORMS COMPLETION POLICY**

ALL LETTERS, LEAVE OF ABSENCE FORMS, DISABILITY FORMS, FMLA

1. Blank forms will not be accepted. All personal information must be completed ahead of time.
2. Turnaround time for any forms – please allow 5-7 business days.
3. The charge for completion of forms is \$25.00. This fee is due PRIOR to the completion of all forms. Added charges may be incurred for multiple forms requests.
4. Patients must be current on office visits, and all patient balances must be settled prior. The staff can help you with appointments if necessary and our collection department will aid you with patient balance responsibilities.

**APPOINTMENT NO SHOW OR CANCELLATION POLICY**

Our goal is to provide prompt care for all our patients. When an appointment is scheduled, that time is set aside specifically for you. Missing an appointment without proper notice prevents another patient from receiving necessary medical attention.

1. Notice period: We need at least 24 hours’ notice for any cancellation or rescheduling.
2. FEES: A FLAT FEE OF \$50 WILL BE APPLIED TO YOUR ACCOUNT FOR NO SHOW OR LATE CANCELLATION.
3. PAYMENT: This fee must be paid in full before your next appointment can be scheduled.
4. The practice reserves the right to dismiss patients who exceed three missed appointments or late cancellations.

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Patient Name Printed

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Date of Birth

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Patient Signature

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Today’s Date