

### **Patient Notices of Office Policies**

1. If you fail to present for your regularly scheduled appointment or to cancel within 24 hours notice, you will be charged \$60 for your visit.
2. If you are seen for an annual/yearly exam and problems are found or discussed, you will be charged a co-pay for that visit.
3. Due to patient and employee sensitivity, we ask you to refrain from wearing perfume to your appointment.
4. Oxford, United Health and Golden Rule patients, please inform the medical assistant. For those companies, we need to send your lab specimens to CLP, not Quest Diagnostics.
5. Early detection/CBC patients must have approval **before** their appointments with us or they will be financially responsible for their visit.
6. Tricare patients: If you are being seen for a problem, it is **YOUR responsibility** to make sure an authorization is on file from the PCM at the base. We are not allowed to initiate any authorizations nor are we allowed to get retroactive authorizations.
7. Please allow 48 hours for all forms to be filled out and prescriptions to be refilled.
8. Please refrain from using your cell phone while in the office.

Thank you,  
Management