

## **Office Policies**

### **APPOINTMENTS**

If for any reason you are unable to keep a scheduled appointment, please call our office **24 hours in advance to cancel**. This allows us to offer this appointment to someone else who may need it. If you fail to cancel your appointment, **there will be a charge of \$25.00**.

### **TEST RESULTS**

*Routine test results may take 10 to 14 days to be informed. Emergency test results are reported as soon as possible.* We will notify only abnormal test results. If you don't hear from us, it means that your test results were normal or they do not require further intervention. Details can be discussed during your next medical visit or follow-up.

### **MEDICATION REFILLS**

You or your pharmacy can call for any refills. However, we strongly recommend your pharmacy contact us for any refills; this would eliminate any errors about name or dose of your medications. *Please allow 24 hours for refills.*

**THANK YOU !!!**

**I HAVE READ AND UNDERSTAND THE ABOVE:**

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**PATIENT'S SIGNATURE**

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**DATE**