

OFFICE POLICIES

ALLERGY SHOTS/IMMUNIZATIONS

Our office requires all patients remain in the office for **30 minutes after a allergy** injection, **20 minutes after a antibiotic** injection and **15 minutes after a HPV injection** is administered. This is a precaution to assure that your child does not have a reaction to the injection.

Your signature below indicates that you have been informed of this risk, and if you choose to leave prior to time period, it is against medical advice.

APPOINTMENT CANCELLATION

We are a busy office and do our best to accommodate our patients scheduling needs. Therefore, our office requires 24 hours notice to cancel a scheduled appointment. In most cases, appointments for sick visits are made same day, so if cancellation is necessary, informing us promptly is appreciated. **If you fail to give proper notice when cancelling an appointment, a charge of \$20.00 will be added to the patient account.** This is not reimbursable by insurance. This will also be documented in the patient chart. If three appointments are missed in a 2 year time period, the patient will be released from our practice. Thank you for respecting our policy.

CO-PAYMENT POLICY

A **service fee of \$10.00** will be assessed immediately to any account unable to pay their co-payment at the time of service. We reserve the right to reschedule anyone who does not pay their co-payment at the time of visit.

PHYSICIAN / PROVIDER PHONE CALLS

If you request to be contacted by one of our providers, dependent upon the situation, you may incur a charge. These charges are covered by various insurance; however, if your insurance does not cover this charge, you may be billed.

AFTER HOUR SERVICES

If you call and make use of our After Hour Services, dependent upon the situation, you may incur a charge. This charge is covered by various insurance; however, if your insurance does not cover the charge, you may be billed.

Parent/Guardian signature

Patient Name

Date