

## **Notice To Our Patients:**

- **Co-payments are due at time of service**
- **If you are more than 15 minutes late for your appointment, it will be considered as missed and may be rescheduled.**
- **We will gladly submit claims to your insurance carrier on your behalf but remember that the insurance contract is between you and your insurance carrier and any claims or portion of a claims that remains unpaid by your carrier are your responsibility.**
- **It is your responsibility to provide us with the necessary referrals from your primary care provider at the time of service if required by your insurance carrier.**
- **There is a \$35 charge for missed appointments, unless you cancel or reschedule at least 24 hours in advance.**
- **Please provide us with your insurance card at check in.**
- **Any request to complete forms must be submitted in writing along with a \$40 payment. Please allow one week for processing.**
- **Any prescription refill requests must be made at the time of your visit or by your pharmacist.**
- **There will be a \$30 processing charge for all accounts that are sent to collections**