

Redefined For Her

OFFICE POLICIES

- Notice of Privacy Practices must be read and signed before your office visit.
- Your insurance card is required with each office visit. We will reschedule your appointment if you do not have your card available.
- Your co-payment is due at the time of your visit – no payment is collected for preventative appointments **OR** patients that have a commercial secondary insurance.
- Please update/confirm all insurance information including address and phone numbers at every office visit.
- Self-pay patients will be required to pay \$150 at check in, before their office visit – anything owed after the appointment we will collect at check-out. Anything owed back to you we will refund by mail.
- A card on file is **REQUIRED** and updated every year. You may use a debit, credit, or HSA/FSA card. Please ask our staff for details on how and when payments are drawn from your card, if needed.

Your health is very important to us.

Failure to comply with your medical care and appointments, may result in being discharged from the practice.

- There will be a \$50 charge for all cancellations less than 24 hours prior to your appointment.
- There will be a \$50 charge for failure to keep an appointment (no-show).
- There will be a \$100 charge for procedure or surgery cancellation less than 48 hours.

Please turn off or silence your cell phone as a courtesy to the providers, staff, and other patients. If you must answer a phone call, please leave the lobby for more privacy.

No food or drink is allowed in the office. Water in non-spillable bottles is OK.

No smoking is allowed in the building.

**WE THANK YOU FOR THE PRIVILEGE OF BEING
A PART OF YOUR CARE TEAM**