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The Office Instructions can be found under the General Patient Forms tab on the website.

Please take the time to read each policy and put a check next to each item confirming you have read and understand each office policy completely.

- 1. Office Location/Hours of Operation/Weekend and Holiday Coverage
- 2. Insurance Questions
- 3. Physician Referrals
- 4. Patient Ages
- 5. Accident Visits
- 6. Workers Compensation
- 7. Financial Responsibility
- 8. Photo Copy Fees
- 9. Returned Checks
- 10. Medication Renewals
- 11. Form Completion
- 12. Insurance Claims
- 13. Form of Payment
- 14. Missed Appointments
- 15. Co-Pays
- 16. Inclement Weather
- 17. Cell Phones
- 18. Vital Signs
- 19. Test Results/Compliance
- 20. Self Pay or No Insurance
- 21. Identification
- 22. Visit Preparation
- 23. Insurance Card

I understand that by signing below, I am confirming that I have read and understand these office policies.

Patient Name

Date

Patient/Legal Guardian Signature

Date

Witness

Date

8/3/11