



Office Policies

- Copay & past balance is due at the time of service. Appointment will be rescheduled if unable to pay copay/balance.
- Any Paperwork that needs to be completed by our office requires 5-7 business days advance notice. There is a fee applicable for any paperwork.
- All request for refills need 3 days' notice. There is a fee for refills on controlled RX and for lost RX.
- Appointments need to be cancelled or rescheduled before 24hrs to avoid fees. Please update your demographic and insurance changes.
- After 3 late cancel/reschedule (within 24 hours) or missed appointments, you will be discharged from the office. Reminder call/email is a courtesy service, fees will not be waived for no reminder calls. Please ask for appointment reminder card at the front desk.
- Please no cell phone calls or Food & Drink in the waiting room.