

PATIENT OFFICE POLICY

Welcome to our practice. In an effort to maintain excellent communication between patients and our office, we have implemented this patient office policy to help make your appointment with our office run smoothly.

All patients should have a scheduled appointment. **Please arrive ten (10) minutes before your first appointment.** Please read our "Medical Appointment Cancellation Policy."

We require prior permission from the parent or legal guardian to treat any child under the age of 18 years. Please make sure you sign the "Consent To Treat A Minor" form. We will not be able to see any minor without this signature.

Established minor patients under 18 years of age must be accompanied to his/her appointment by an adult (on record) at all times. Please do not leave children unattended as we are not equipped to monitor them during your appointment. If you come to your appointment with your child(ren), please kindly make arrangements to have someone attend to your child(ren) while you are here to enable your appointment run efficiently and smoothly.

We obtain a copy of a current insurance card and driver's license from each patient or legal guardian for each patient's chart. This information is obtained for verification purposes.

We require that each patient maintain current information in their chart. Each patient will immediately notify our office of changes to their information in order to update their chart.

Please provide new insurance information to our office at least 48 hours before your next appointment to allow time to verify benefits. New insurance information provided on the day of your appointment will be received to be verified. **You will be charged the full insurance allowed-amounts.** Once payment is received from the insurance company, adjustments will be made to your account.

Please note that all new prescriptions and refills are only processed during your appointment. Prescriptions will not be filled over the telephone.

We are dedicated to providing the best possible care and service to you and regard your complete understanding of your financial responsibility as an essential element of your care and treatment.

- We collect payment at the time of appointment. **We accept the following forms of payment: cash, credit cards (MasterCard, Visa, Amex and Discover), debit cards, cashier's check and money orders. We do not accept personal or business checks.**
- For established minor patients, the parent or legal guardian is responsible for maintaining current information on file and making sure the patient is able to pay their responsible portion at the time of each appointment.
- There is a \$25.00 charge for duplicating the first 20 pages of your medical records coming to you. Every page thereafter will be \$0.50 per page. Please allow up to 10 days for us to process your request. Medical records sent directly to your new physician will not incur a charge.
- There is a \$15.00 charge for document completion (e.g., forms.) Please allow up to 10 days for us to process your request. Please note that certain forms cannot be processed by this practice.

By signing below, I acknowledge that I have read the policies of the practice. I also understand that such terms may be amended from time-to-time by the practice.

I, _____ (print name), have received a copy of Worthy Weight Loss' Patient Office Policy and Medical Appointment Cancellation Policy.

Printed Name of the Patient

Relationship to Patient (if patient is a minor)

Signature of Patient or Responsible Party if a Minor

Date