



### OFFICE POLICIES

As a courtesy, our office calls to confirm appointments 48 hours in advance. New patients are asked to arrive 15 minutes prior to their scheduled appointment time.

**Late Arrivals:** If you are more than 15 minutes late for your scheduled appointment, we may ask you to reschedule your appointment and you may be subject to the **Cancellation Fee**.

**Cancellations and No Shows:** Appointments must be cancelled or rescheduled within 24 hours prior to the scheduled appointment time. Failure to do so will result in a **\$75 Cancellation Fee** which will be due prior to rescheduling your appointment.

**Work/School Notes:** Please discuss your current work status with your doctor before leaving your appointment. **Retroactive work/school notes will not be given.** Please note that any detailed documentation needed may incur our office **Form Completion Fee**.

**Form Completion Fee:** Forms that require signature and completion by Dr. John Barbour are taken seriously as we are responsible for the accuracy of information provided within. Filling out forms thus requires careful consideration and a considerable amount of our time. Therefore, it is our office policy to charge for the completion of any such form. A **Form Completion Fee** of \$10 for the first page and \$5 for any additional pages will incur (not to exceed \$40). Please allow up to 7 business days for form completion after payment is rendered. Please note that blank forms will not be accepted, any personal information must be completed. Forms will not be mailed, please plan to provide a fax number and other recipient information to our office or plan to pick up the finished form once you have been notified of its completion.

**Medical Records Request Fee:** As a courtesy our office will print any available requested documents during the time of your scheduled appointment. Our office will also fax medical records with verbal or written approval from the patient/guardian at no charge, please allow up to 7 business days for any faxed medical records. Mailing medical records will incur a charge of \$.15 per page for all documents. Any postage incurred will also need to be paid before the documents are mailed. As a convenience our office also offers USB drives that can be loaded with medical records or in office/procedure pictures taken at a cost of \$15. Please note that payment is required before any medical records will be mailed and may take up to 7 business days to be sent. USB drives must be picked up in the office.

**Prescriptions and Refills:** Please address all prescription related questions before leaving your appointment. Please allow for up to 2 business days for any prescription refills to be called in to your pharmacy or available for pick-up at our office.

**I have read and fully understand the office policies listed above. I agree to all terms and conditions. All questions and concerns regarding office policies have been addressed and answered to my satisfaction.**

<b>Printed Name</b>	<b>Date</b>
<b>Signature</b>	