Appointment Policy

Effective January 1, 2014

Your time is valuable to us. We will strive to be an "on time" clinic, but in order to do so, we ask that you follow these guidelines:

All NEW PATIENT PAPERWORK must be filled out completely before your appointment time, or we may need to reschedule. We know this is a laborious process, but we also have to factor in time to enter this into the computer. If you anticipate difficulty in achieving this, we can schedule a nurse visit in person or by phone before you appointment to get this completed.

For each follow-up visit, you will be asked to update your PREFERRED PHARMACY, review your MEDICATION LIST and make appropriate changes, and fill out a brief SYMPTOM UPDATE. You may also be asked to sign paperwork that must be updated annually. Failure to do this COMPLETELY will result in a delay in seeing the doctor, not only for you, but patients scheduled after you.

If you are going to be late for your appointment, please call and notify the office.

If you are more than 15 minutes late for an office visit, your appointment will need to be rescheduled.

If you are more than 5 minutes late for a scheduled procedure (cystoscope, urodynamics, vasectomy, etc.), your appointment will need to be rescheduled as it takes time (as long as **45 minutes**) to reprocess and sterilize our instruments.

Failure to notify Shreveport Urology of the cancellation of your appointment at least 24 hours in advance will result in a fee of $35-$50 being billed to your account. This fee is not covered by insurance and you will bear complete financial responsibility. Repeated "no shows" may result in termination from the practice.

We will do our best to apprise you of any delays. If your schedule is unable to accommodate our delay, please notify the receptionist and we will be happy to reschedule your appointment.

Your cooperation is appreciated. You will be provided a copy of this policy upon request.

I have read and understand the above policy:

_____   _____

Patient Signature   Date