

****ATTENTION ALL WOMEN'S HEALTH CLINIC PATIENTS****

It is our goal to improve the health and well-being of our patients.

Please read our Office Policies and report any questions or concerns.

Thank you for the opportunity to provide for your women's health needs!

- No more than 2 guests per patient, please.
- If your guest is accompanying you to the exam room, ultrasound, or procedure suite, they need to be with you when you are called to go back.
- Children under the age of 10 are not permitted in the office.
- All cell phones are to be silenced or turned off.
- No food or drinks are allowed in the office.
- Please dress in appropriate attire and wear shoes at all times.
- All work and school excuses will be provided, upon request, at the check-out window.
- If your phone number, address, or insurance changes, please notify our office immediately.
- If you are more than 15 minutes late for your appointment, your appointment will be rescheduled.
- Co-pays, deductibles, and active balances will be collected at time of check-in.
- Please provide 24 hours' notice if you are unable to keep your appointment. We reserve the right to charge a \$35.00 fee for no-showing an appointment.
- Paperwork that needs to be completed by your physician must be dropped off at least 2 weeks before it is due. Fees are as stated below and must be prepaid.
 - WIC Form- \$5.00
 - FMLA/Disability/Other- \$25.00
- Please be aware that lab specimens are sent out of this office for processing. Lab benefits vary by insurance plan, so you may receive a separate bill from on outside lab, such as Willis Knighton Lab or Delta Pathology. If you receive correspondence from outside agencies, you must call their facility for inquiries.

I, _____, agree to follow the rules and expectations of the Women's Health Clinic, as outlined above.

Patient Signature

Date