



## **NEW OFFICE POLICY NOTICE TO PATIENTS**

**EFFECTIVE JANUARY 1, 2024**

We strive to provide the best quality care to our patients. To make this possible, we adhere to a set of important guidelines. Please read them carefully, initial all the lines and indicate your agreement by signing the bottom of this form.

\_\_\_\_\_ Late Policy: Please arrive 10 minutes prior to your scheduled appointment time to complete/update your registration information. Being 10 minutes late for an appointment WILL result in rescheduling of the appointment.

\_\_\_\_\_ Cancellation and No-Show Policy: If you wish to change or cancel an appointment, we ask that you please provide 24-hour advance notice. This allows our staff to offer your appointment to another patient who may be waiting to see a provider. We understand, however, that emergencies can and do happen. We will make every attempt to work with you. If you cannot contact us 24 hours in advance, please call as soon as you know you cannot make your scheduled appointment time. If you miss your appointment without notice or provide less than a 24-hour advance notice, it will be considered a No-Show. We will charge you \$50.00 for a No-Show appointment. Patients who repeatedly no-show may be dismissed from the practice.

\_\_\_\_\_ Insurance/Co-Pays: Please bring updated insurance and co-payment information to every visit. Failure to make co-payment at the time of visit could result in cancellation of the scheduled appointment. Patients are responsible for charges not covered by insurance.

\_\_\_\_\_ Missing Proper Identification: Patients without a valid photo ID, proper insurance information or missing insurance information, may be asked to reschedule

Respectfully,

Tan & Garcia Pediatrics, P.C.