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Office Policies

Allergy shots / Immunizations / Labs

Our office requires all patients remain in the office for **30 minutes after an allergy injection, 20 minutes after an antibiotic injection and 15 minutes after a HPV injection is administered.** This is a precaution to assure that your child does not have a reaction to the injection.

Any child under the age of 18 years, **MUST be accompanied by a parent/guardian and be present in the exam room for any labs and/or injections.**

Your signature below indicates that you have been informed of this risk, and if you choose to leave prior to time period, it is against medical advice.

Appointment Cancellation

We are a busy office and do our best to accommodate our patients scheduling needs. Therefore, our office requires 24 hours' notice to cancel a scheduled appointment. In most cases, appointments for sick visits are made same day so if cancellation is necessary, informing us promptly is appreciated. **If you fail to give proper notice when cancelling an appointment, a charge of \$20.00 will be added to the patient account.** This is not reimbursable by insurance. This will also be documented in the patient chart. If three appointments are missed in a 2 year time period, the patient will be released from our practice. Thank you for respecting our policy.

Co-Payment Policy

A service fee of \$10.00 will be assessed immediately to any account unable to pay their co-payment at the time of service. We reserve the right to reschedule anyone who does not pay their co-payment at the time of the visit.

Parent/Guardian Signature

Patient Name

Date