

# Office Policies

Debra T. Abell, MD & Staff welcome you to our office. We appreciate that you have chosen us for your skin care needs. We truly enjoy what we do and hope to provide the best quality of care. In order to serve you in an efficient manner, we have instituted the following policies. We recognize the importance of your time and try our best to stay on schedule. If, however, we are running behind due to special circumstances, we apologize for any inconvenience we may have caused.

## **No Show/Cancellation Policy for Medical and Surgical Appointments**

We provide appointment reminders via phone calls or text messages. If you must cancel your medical or surgical appointment, we require at least 24 hours notice so that the time can be given to a patient with an immediate problem. In the event of a no-show or same day cancellation, you will be charged a **\$50** fee that must be paid prior to making additional appointments. For repetitive no-show or same day cancellations, we reserve the right to terminate the patient-doctor relationship. Please be prompt, as a sincere attempt is made to see our patients at their scheduled time.

## **Cosmetic Appointments**

We offer free 15 minute cosmetic consultations with a member of our aesthetic staff. A deposit of \$150 is required to schedule a cosmetic procedure; this deposit is applied to the cost of the procedure. A 48-hour notice of cancellation is required or the deposit will be forfeited. Full payment for services is required at the time of the visit. We accept cash, check, Visa, Mastercard, and Discover. If financing is desired, please contact CareCredit prior to the scheduled visit.

## **Prescription Refill Policy**

The prescriber will give you enough refills to last until your next appointment. Please note that it is office policy not to authorize refills if a patient has not been seen in the office in over 6 months or if appointments have been missed. Special circumstances will be individually reviewed by the medical provider. Certain medications, such as Enbrel, require periodic visits for refills.

## **Medical Forms**

For your safety, we require your medical history forms be updated yearly. Insurance forms are also updated yearly to ensure accuracy of billing. We appreciate your cooperation in this matter.

## **ID**

All patients must present a valid photo ID and insurance card at the time of appointment. If these are not available, you will be asked to reschedule your appointment. If you do not have insurance, a photo ID and credit card will be required.

By signing below, I indicate that I have read, and I understand the above office policies.

X \_\_\_\_\_  
Signature

\_\_\_\_\_  
Date