

NEW PATIENT INSTRUCTIONS

In order for our providers to be able to provide you with the excellent care you deserve and expect, we have implemented updated guidelines.

1. Please complete all new patient paperwork and bring all forms with you to your upcoming appointment. **If you cannot complete the paperwork prior to your appointment, please arrive 30 minutes ahead of your scheduled appointment time.** If you have completed your paperwork, please arrive 15 minutes prior to your scheduled appointment time to complete the registration process.
2. If you are being referred to us from another practice, please arrange to have any lab results or prior testing completed within the last year, faxed to our office **PRIOR** to your appointment. Fax # (856) 424-0704. For your convenience, we have our Medical Record Release form (To our office) available on our website if needed.
3. Please bring a list of ALL current medications that you are taking.
4. Please bring your insurance card and valid ID to your appointment.
5. All copayments are due at the time of your visit.
6. If you fail to show up for your appointment or do not provide 24 hours' notice before cancelation, there may be a charge that will need to be paid prior to scheduling another appointment.

APPOINTMENT GUIDELINES

To ensure a pleasurable visit and to minimize your wait time, please follow the guidelines listed below:

1. Please do your best to provide 24 hours' notice if you need to make changes to your appointment, including rescheduling or canceling.
2. Missed appointments are tracked and will be subject to a no-show charge.
3. If a patient is more than 15 minutes late for an appointment, the appointment may need to be rescheduled. This is to ensure that the patients who arrive on time do not wait longer than necessary. You may be given the option to see another provider on the same day if an alternate appointment is available. We will try to accommodate late-comers as best as possible but cannot compromise on the quality and timely care provided to our patients.

We truly appreciate your compliance and understanding with this policy so we can continue to provide excellent medical care and an exceptional patient experience.