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Welcome to our office! We hope you find the atmosphere comfortable and the office staff courteous. If you have any questions, please feel free to ask for assistance. Our office hours are from 7:30 A.M. to 4:30 P.M. on Monday through Friday.

Requests for prescription refills should be made before 3:30 P.M. on weekdays to enable our office to respond to your request by 4:30 P.M. Routine prescriptions will NOT be refilled after regular business hours or on weekends. We have an answering service for emergency calls after hours. If you have a life threatening problem, we expect you to go to your nearest emergency facility for evaluation.

Our goal is to provide you with high quality medical care at an affordable price. We feel, however, that it is your duty to know the limits and coverage of your particular policy. Since we accept many insurance providers, we can not know the specific guidelines of every patient's policy. You are expected to pay your portion of the charges at the time we provide our service.

**If you are unable to keep your appointment, you must call our office at least 24 hours before your scheduled appointment. For example, if you are scheduled for Thursday at 9A.M., you should call us before 9A.M. on Wednesday. If you fail to cancel or reschedule 24 hours before your appointment, you will be charged a no-show fee. The charge will be \$75.00 for regular appointments, \$150.00 for cosmetic procedures, \$150.00 for excision appointments, and \$250 for Mohs surgery. Your timely cancellation allows us to make your scheduled time available for others waiting to be seen.**

I agree to the above terms.

\_\_\_\_\_  
Date \_\_\_\_\_  
Patient Signature

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