



NORTHWEST MEDICAL ASSOCIATES, P.S.

• PHYSICIANS •
INTERNAL MEDICINE AND PREVENTATIVE HEALTH CARE

UPDATE FOR NORTHWEST MEDICAL ASSOCIATES OFFICE POLICIES.

Revised 7/05/2016

Written by: Lori Caldwell, Office Manager

PLEASE NOTE OFFICE POLICY CHANGES to help make your visit with us go smoothly, and make sure that your insurance can be billed efficiently the first time. We are asking all of our patients to come to each visit with their insurance card and picture ID. We will scan your card into your file to make sure that we have the most updated information. If established patients do not present their insurance card and picture ID at the time of visit, a \$75.00 deposit will be required. If new patients do not present their insurance card and picture ID a \$150.00 deposit will be required. These deposits will be refunded upon payment from your insurance.

If you are unable to keep your appointment with your Doctor, we ask that you give us 24 hour notice to cancel your appointment. We want to be able to offer this time to another patient wanting to get in to see the doctor. If you have three missed appointments it is grounds for discharge from our practice. We have adopted a policy for missed appointments and late cancellations(**LESS THAN 24 HOURS**). You will be charged \$50.00 for regular appointments and dexta scans and \$100.00 for extended appointments (Physicals, New Patient appointments, ect). We always try to make a courtesy reminder call to our patients the day before their appointments.

By signing this document, I fully understand these new policies that have been implemented.

We appreciate all patients and are trying to make everyone's visit with their Doctor go smoothly. If you have any questions please feel free to ask.

Signature _____

Printed Name _____

Date of Birth _____

Date _____