Healthway Internal Medicine & Pediatrics

Office policies

-If it is 15 minutes or longer past your appointment we reserve the right to reschedule your appointment.

-Medication refills require at least 1 week notice.

-It is your responsibility to provide correct demographic and insurance information.

-Payments such as copays, deductibles, coinsurance and prior balances must be paid at time of service.

-You can be dismissed from the practice for discourteous behavior and NO show frequency.

**-CELL PHONES** are to be silenced and put away when in our office. Calls may be taken outside if they are urgent.

-All nurse visits will be done on Mondays, Wednesdays and Fridays between 8am-10am and 3:30pm-4:30pm. Nurse visits are allergy shots, TB skin tests and checks, any type of injection that does not require a physician appointment.

-School/Work notes will only be written for the day you are seen in the office and only your provider can decide how long you will be excused from school or work.

**-NO FOOD or DRINKS** **permitted in the office.**

**Back dated referrals**- Office will only go back 30 days. It is the patients responsibility to make sure the referrals are done

I understand and agree to these practice policies.

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Patient Name (Please print)

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Patient/Guardian Signature Date