



Additional Office Policies

Transferring Care:

Please be advised that once a patient transfers care out of our practice, it is up to the physician's discretion whether that patient may return in the future. We feel that once a patient transfers care because they are not satisfied, there is a loss of trust and the patient-physician relationship is no longer a good fit. Thank you for your understanding.

Dismissal from Practice:

Please be advised that any patient who has two (2) or more no show appointments is in danger of being dismissed from the practice, although the final decision is based on provider discretion and patient history. Repetitive no show appointments demonstrates a patient's lack of respect towards our time and other patients healthcare needs. If a dismissal letter is sent, the patient will have 30 days of emergency care.

Forms:

Our office has **7-10 business days** to complete any paperwork dropped off. This includes but is not limited to: Disability, FMLA and/or Paid Family Leave. **There is a \$5 form fee per form completed.** Please provide fax #, disability start date, your due date, actual delivery date if paperwork is given post-delivery & type of delivery (vaginal or c-section). Thank you!