



## PATIENT INSTRUCTION SHEET

### APPOINTMENTS/CANCELLATIONS:

Patients/guarantor unable to keep their scheduled appointment **must call to cancel 48 hours in advance**. This will allow us to accommodate patient(s) that are waiting to be seen in our office. Failure to do so may result in an administrative **fee of \$ 25.00** charged to their account.

### REFERRALS/AUTHORIZATIONS:

It is the responsibility of the patient/guarantor to obtain a referral from their primary physician prior to their scheduled visit. For most insurance, we cannot accept fax referral. We advise you to have your referral with **you** when you come in. Please understand that we are not permitted to provide services if the appropriate authorization is not presented at the time of the appointment.

All non-emergent studies (X-Rays, MRI, CT, etc) and/or therapies (PT, OT, Speech) that are ordered may need prior authorization from insurance. Therefore, please allow at least 7-10 days for scheduling.

I have read, understand and agree to pay the fee mentioned above.

\_\_\_\_\_  
Signature of Patient/Guarantor

\_\_\_\_\_  
Date