

## **OFFICE POLICY OF JESSICA B. HOLT. M.D., P.A.**

The office of Jessica B. Holt, MD, PA welcomes you. I hope that each visit will meet your expectations regarding service, timeliness and courtesy. Please let me know if these expectations are not met.

I asked that all patients arrive on time for their appointments. I will strive to see that your appointment begins at the scheduled time. If you arrive 15 minutes or more late to your appointment, it is possible that you may be asked to reschedule your visit so as not to inconvenience other scheduled patients. If you do not show for your appointment or reschedule, your medication may not be refilled.

My practice has adopted the following possible additional fees:

1. A cancellation fee equal to that of missed appointment will be charged, if an appointment is not cancelled more than 24 hours in advance. This fee will be collected prior to your next appointment. My Office Manager does understand true emergencies and will work with you individually on an emergency issue.
2. A charge of \$25.00 for returned checks, which must be paid prior to your next appointment.
3. Due to frequency and length of patient phone calls, please be aware that a charge, for the physician's time of longer than 10 minutes will be incurred.
4. My practice charges \$25.00 for medical records/paperwork requested by the patient.
5. A \$10.00 fee for replacing lost or expired prescription will be charged. (\$15.00 for triplicates prescription).

I am always glad to receive comments on how I might better serve you. Please ask to speak with the Office Manager about any thoughts, problems or issues you might have.

I have read and understand the above information. I acknowledge and agree with all the above.

\_\_\_\_\_  
Patient/Guardian Name (printed)

\_\_\_\_\_  
Patient/Guardian Signature

\_\_\_\_\_  
Date