



Thank you for choosing Providence Family Medical Clinic. We would like to provide quality care to you and your family, however to make this happen we need to assure policies are followed. We ask that you read, respect, adhere to, and sign our office Policies.

Patients Policies & Procedures

Insurance

- **Commercial insurance will pay \$100 a visit until Deductible has been met, balance will be billed accordingly.**
- Co-pays must be paid at the time of visit
- Insurance must be verified before an appointment can be scheduled
- Please bring updated insurance card for each visit

Appointments

- **Please be respectful to the front desk staff, they are only following office protocol**
- Please arrive 15 minutes prior to appointment time
- **If you are 10 min late for your appointment, we will reschedule**
- **NO WALK-IN appointment if the office is busy**
- Please verify the phone number and address at each visit

Waiting Area

- Please assure your Kids are being monitored
- Please keep the cell phone usage to a minimum as others are in the waiting area
- Please refrain from profanity and violence
- **WE ARE NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS, WATCH YOUR BELONGINGS**

Doctor(S)

- Please respect your Doctors decision(s). Medication and treatment is prescribed based on his/her decision
- **Lost or stolen Medication WILL NOT BE REPLACED**

Sign _____ Date _____

Witness Signature _____ Date _____