

OFFICE POLICIES

We are offering the following information in order to familiarize you with our practice. Please take a moment to read through the information about office policy, medical necessity, insurance policies and required forms. Please bring your completed forms to your appointment. We look forward to meeting you!

FIRST VISIT

Welcome! Effective November 1, 2009, federal law requires all healthcare practices to obtain, verify and record information that identifies each new patient. **WHAT THIS MEANS FOR YOU: When you present for your first visit with us, we will ask for your name, address, date of birth, and other information that will allow us to identify you. We may also ask to see your driver's license or other identifying documents. We appreciate your cooperation.** Please arrive 30 minutes prior to your appointment time to allow time for your chart to be prepared.

ESTABLISHED PATIENT VISITS

Please arrive 15 minutes prior to your appointment time and bring your current insurance cards and a list of your medications. You will be asked to verify your information at check-in.

SIGNATURE REQUIREMENTS

IMPORTANT! A patient must be at least 16 yrs old in order to sign several of our required forms. Minors under 16 yrs must be accompanied by a parent or legal guardian when they come in to be seen unless forms have been signed in advance. Legal guardians must bring proof of guardianship. Relatives are not considered legal guardians unless it has been stated by the court system.

CANCELLATION POLICY

If it is necessary to cancel an appointment, please call us no later than 24 hrs prior to your appointment date. This allows us enough time to offer the opening to our other patients.

EMERGENCY CARE

Our practice offers 24 emergency care coverage. In the event of an emergency, call our office at 803-328-0168 and our answering service will contact the physician on call. You will then receive a call back from our physician and a decision will be made for your care.

MEDICAL NECESSITY

Please be aware that your medical insurance will only cover what they deem to be medically necessary. Insurance companies have their own policies as to what services they will cover. While your physician may feel it is necessary to perform a service your insurance company may not agree. We cannot guarantee a service will be covered but we will be happy to discuss an **estimated** charge in the event you may choose to pay out-of-pocket for it.

AUTHORIZATIONS/REFERRALS

You will be responsible for obtaining any authorizations or referrals required by your insurance company. You will need to check your insurance policy to see if you need either of these to see a specialist. If you do not have a required authorization you may be responsible for your visit or may want to reschedule your appointment.