

Seasons Office Policies

This is a clean and professional office. Please refrain from using foul language. Please dress and behave appropriately. We reserve the right to ask disruptive patients to leave.

If you are currently taking any medication, please bring in your labeled pill bottle(s) if possible. If you are unable to bring the bottle(s), please bring a list.

In trying to prevent identity theft, we require a photo id for your protection.

Our office needs to keep a copy of your insurance card on file. This helps ensure that your claims will be filed correctly.

If you are unable to send in your new patient packet, please bring it on the day of your scheduled appointment.

Our office prefers to have information prior to your visit in order to minimize wait times.

If your insurance carrier requires a referral, it is the patient's responsibility to obtain the referral. If you cannot obtain a referral from your primary care physician, then our office will have to reschedule your appointment until you have a referral.

A parent or legal guardian must accompany patients who are minors.

If you are going to be fifteen or more minutes late, we would appreciate your calling to let us know. If a patient is more than fifteen minutes late without notifying the office, we will reschedule the appointment.

Out of respect to all patients, all no shows will now be charged a 75\$ no show fee. We understand that emergencies arise, but we ask that all rescheduled appointments occur 24 hours prior to appointment.

If patient has history of three or more cancellations, it is to the discretion of the doctor on when and if any additional appointments can be scheduled.

No food or drinks are allowed in waiting area.

Phone calls during working office hours will be answered as soon as possible. If you have a true emergency after office hours, please contact the Northern Louisiana Medical Center switchboard at 254-2100, and they will contact me. You are important to us, and we will return your calls as soon as possible.

Secondary to increasing phone calls, phone consults will now be available at 25\$ for each 15 minutes. No prescriptions (including narcotics) will be called in after hours, except in rare circumstances.

Please bring no more than two guests if at all possible due to limited office space.

We encourage you not to bring your small children with you to your appointment. This will limit the transmission of childhood diseases to expectant mothers and exposure to patients whose immune system may be weakened.

I have read, understood, and agree to comply with the office policies at Seasons.

Name: _____

Date: _____