



seasons

Seasons Wellness Clinic Office Policies

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

Patient contact information is required: e-mail, cell phone, work phone, and home phone. A photo ID and a copy of your insurance card are also required. This helps ensure that your insurance claims will be filed correctly.

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

Please mail in or drop by your new patient information prior to your scheduled appointment. We prefer to have information prior to your visit so that wait times are minimal.

If your insurance carrier requires a referral, it is your 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, please call us 255-3223. If you are more than fifteen minutes late without notifying the office, we will reschedule your appointment.

Appointments not cancelled at least 24-hours in advance will be subject to a \$75 fee. We understand that emergencies arise. However, not showing up for an appointment is not acceptable. The \$75 fee will be applied toward any future visits at Seasons Wellness Clinic.

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

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 Dr. Goodyear. You are important to us, and we will return your calls as soon as possible.

No prescriptions, including narcotics, will be called in after hours.

Please bring no more than two guests due to limited office space.

Please do not bring small children to your appointment.

Signature: _____

Date: _____