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**Office Policies and Procedures**

1. There will be a $20.00 no show fee charged to the patient for each missed appointment. Our office makes a point to call patients to remind them of upcoming appointments.
2. If you do not show up for your appointment on 3 consecutive occasions, you will be notified of your discharge as a patient of our clinic and you will be given 30 days to find a different provider.
3. There is a charge of $1.00 per page for printed medical records, not to exceed $20.00. However, if your records are requested by a physician involved in your care, this fee does not apply. These records will be mailed or faxed to the requesting provider.
4. There is a $20.00 fee for any letter, paperwork, or documents requested by the patient. There is a 1-week turn around period for these documents.
5. There is a 24-48 hour turn around period for all prescriptions to be picked up or called in to the pharmacy of your choice.
6. All co-pays are due at check-in and before being seen medical care professionals at Roman Family Practice. Please note that any additional fees, other than copays, are also due upon check-in.
7. Any check returned to our office will result in our acceptance of cash-only payments for services going forward.

*I have read and understood the above policies and procedures for Roman Family Practice.*

Patient Signature

Patient Name (print)

Responsible Party’s Name (print)

Responsible Party’s Signature