



**COMPREHENSIVE PAIN**  
MANAGEMENT SPECIALISTS

P.O. Box 501724, San Diego, CA 92150-1724

Telephone: 858-453-7700

Fax: 858-798-1225

## **CPMS Office Policies**

- If you are more than **15** minutes late for your appointment, you may be asked to reschedule your appointment.
- The office will need **48-72** hours to process all medication refill requests. All opioid medications will require an appointment. It is your responsibility to plan accordingly.
- Medical record or letter requests must be made in writing, and can take up to 72 hours to complete. We can provide you with the forms necessary to make your medical records request.
- Procedure appointments where you take Valium require that you have a driver.
- Your co-payment is required at the time you check in for your appointment. If you fail to bring your co-payment we will need to reschedule your appointment.
- You will be assessed a “*Missed Appointment*” fee of **\$25.00** for all appointment that you miss and fail to give at least 24 hours notice. As a courtesy you will receive a 48 hour reminder phone call, but ultimately the responsibility of the appointment rests with you.
- **As a courtesy, please turn off or silence your cell phones while in the office.**

I have read and understand CPMS’s Office Policies.

\_\_\_\_\_  
Patient Name (Print)

\_\_\_\_\_  
DOB

\_\_\_\_\_  
Patient Signature

\_\_\_\_\_  
Date