

Abundant Life Health Care
Office Policies

Late Arrival For Appointments: If you are running late, please let us know. We may be able to accommodate you, or shorten your appointment time. On some occasions, we may ask you to reschedule. We want you and our other patients to get the most out of your appointments and rushing your time with us is often not in your best interest.

Missed Appointments: Please help us serve you better by keeping your regularly scheduled appointment. We recognize that everyone has an occasional emergency that keep them from an appointment time, however a pattern of missed appointments could result in a missed appointment charge or even in extreme cases discharge from the practice.

Prescriptions: Karole has an expectation that you will take responsibility for knowing your medications so that we can manage your treatment safely and appropriately. Please bring a complete list of all medications and supplements with you to your appointment. It is important that we know any changes that have happened, such as you stopping a medication on your own, a specialist changing a prescription or even the emergency room or urgent care giving you something new.

Office visits are required on a regular bases for all of our patients taking prescription medication. The interval will vary depending on the type of medication prescribed. *Its state law that a patient have an appointment a minimum of every 12 months for prescriptions to be continued, even if there are no changes.* Please help us uphold the laws by scheduling your routine follow up appointments in the time frame that is required.

Failure to complete required testing could result in less than accurate treatment and possible denial of a refill request. *Saliva test kits that are mailed will incur a shipping fee.*

Please contact your pharmacy if you would like to request a refill. Please allow 48-72 hours for a refill authorization.

Messages: Your phone call is important to us, as are the patients that have scheduled appointments that day. Calls made during office hours may require messages being taken and a return call may not occur until the end of the day depending on our schedule.

I have read and understand these Office Policies and agree to abide by them.

Signature: _____ Date: _____