

### Follow Up Appointment Policy (5/8/08)

Due to the time that is reserved for my appointment (office visit or phone consult), I agree that my credit card, which makes up my account, will be charged up to or include the full appointment fee in the event that I do not give a minimum of 24 hours cancellation/tentative\* notice by phone, voice mail or fax. All charges are non-refundable.

If I am unable to give proper notice and cannot come in for my reserved office visit, **I may change this to a phone consult at any time.** Since this time has been reserved for me, if 24 hours notice hasn't been given, I will be charged regardless of the reason -- this includes leaving before my appointment session ends\*.

If I have any questions about this practice or its policies Dr. Parks or staff will be glad to answer and discuss these with me.

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**I may opt out of signing this form, however:**

**If I do not have a credit card\*\* on file or have opted out of signing this form**

I will be expected to pay for my appointments in full before I see Dr. Parks (this includes phone consults). If I do not show up to an appointment without proper notice then I will be charged the cost for the missed appointment with payment due immediately. I will not be able to reschedule for a follow up appointment, except in the case of an emergency, until payment is received for my missed appointment. If the bill isn't paid in one month's time then my bill may be turned over for collection and/or attempts may be made to draft funds from my bank/credit card account. All patients of Dr. Parks who do not sign this form are still bound by the policies written herein.

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Again as stated above I may opt out of signing this form as long as I agree to pay in full before time of service for each appointment, which also includes phone consults\*\*\*. By signing this form I agree that my credit/debit/bank/check card will be charged for all reserved appointments.

**Print Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

\*A tentative appointment is a sliding scale appointment that can only be scheduled for a maximum of 30 minutes. As with all sliding scale appointments, if the appointment goes longer, I will be charged accordingly. These appointments may be scheduled over at any time by a patient who makes a reserved appointment. I will **not** be charged a 'no show' fee with a tentative appointment. These fees may change at any time. **By arriving at my appointment, I confirm that my appointment time with Dr. Parks is reserved.**

\*\*Even though Debit/Bank/Check Cards can be substituted for a credit card, I will still need to pay for all my appointments before I see Dr. Parks. If my debit card (or credit card) comes up with insufficient funds then see above. Debit/check/bank cards are always the preferred method of payment over checks. If a check is bounced, I am required to pay a penalty fee. If I do not repay a bounced check with fee or any credit/debit card that had insufficient funds in one months time, attempts will be made to draft funds from my bank account or credit/debit card until total amount is paid regardless if this document is signed.

\*\*\*Phone consults can only be paid for by credit card unless another form of prepayment has been given.

\*\*\*\*Dr. Parks' office reserves the right to change the terms of this notice at any time.