

## OFFICE POLICY FOR ANDERSON ORTHOPAEDIC CLINIC

Thank you for choosing the Anderson Orthopaedic Clinic. In order to expedite your visit and to ensure that we are accessible to all of our patients, we have put together some guidelines for you.

**Cancellation Policy:** We require 24 hours notice for all cancelled appointments. Naturally there will be unexpected circumstances where this would be overlooked such as a family emergency, but we would like to keep our schedules efficient.

**Disability Forms:** We are happy to complete any paperwork for our patient's; however there is a fee for this and we should receive this up front. We would like at least 3 days to complete them.

Fees are incurred for the following services:

Missed Appointments	\$35.00
DMV Forms	\$25.00
Short term disability forms	\$40.00
Long term disability forms	\$40.00
Letters after 4-6 week post-op appts.	\$40.00
Jury Duty letters	\$40.00
Health Club letters	\$40.00
Copy of Medical Records	\$25.00