



## 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.

**Appointment 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.

**Canceling/Rescheduling of Surgery:** We understand that a situation may arise that could force you to postpone your surgery. Please understand that such changes affect not only your surgeon, but other patients as well. Your doctor's time, as well as that of the operating room, is a precious commodity and we request your courtesy and concern.

If you need to cancel your surgery within 14 days of your procedure, you will be charged a \$250 fee. If you do so in advance of 14 days, there will be no cancellation fee.

**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 5 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

**IMPORTANT NOTICE:** None of these fees are billable to your insurance company. They are not considered covered services by any insurance company.