

Drs. Baggett, Yoon & Livingston Office Policies and Patient Responsibilities

If you are more than 20 minutes late for your appointment, you may be asked to reschedule.

Minors will not be seen without an accompanying parent or legal guardian, or a written notarized permission by the parent or legal guardian to see the patient.

Nursing home residents who have an assigned Power of Attorney (POA) will not be seen unless accompanied by their POA, or we get a written signed permission to see the patient and perform any necessary procedures.

Please notify the front desk receptionist of any change of address, phone number or insurance. Medical records will be released within 10 business days or receipt of a signed, written request. One copy will be free of charge. Any additional copies requested will be charged a fee per page.

Charge for returned checks is \$50.

We understand your time is just as valuable as ours, and we do our best to stay on time. However, sometimes patient visits and surgical procedures take longer than expected which may result in some delays. We ask for your patience and understanding.

Patient Responsibilities and Expectations

1. Compliance with physician and recommendations is essential.
2. Please be respectful and polite to our office staff and physicians.
3. You should keep all scheduled appointments; failure to cancel or reschedule an appointment 24 hours prior to the scheduled time of service could result in an additional fee. Several missed appointments may be considered noncompliance with physician recommendations.
4. Outstanding balances on your account should be paid in a timely fashion. If you have any questions or difficulties meeting your financial obligations, please contact our billing department for assistance.

Patient Signature: _____