

Tallahassee Gastro Health Center Office Policy

The physicians and staff at GI Medical specialists are here to serve your health care needs in an efficient and timely manner. To better serve all of our patients, we ask that you let us know as soon as possible if you need to cancel your visit. Should you need to cancel or reschedule an appointment please contact our office as soon as possible, and no later than 48 hours prior to your scheduled appointment and 72 hours prior to your scheduled procedure. This gives our staff time to schedule other patients who may be waiting for an appointment. Missed appointments or cancellations made less than 48 hours prior to the scheduled appointment (72 hours for procedures) may cause you to be billed a cancellation/missed appointment fee for the following amounts. These fees are not covered by Health Insurance; you will be billed directly for these charges.

Procedure (EGD and/or Colonoscopy)	\$50.00
New Patient Office Visit Follow-up Office Visit/	\$25.00
All Other Scheduled Services	\$25.00

YOUR SIGNATURE BELOW ACKNOWLEDGES THE FOLLOWING:

1. I understand that I may be charged if I miss my appointment or cancel my appointment per the conditions above. I understand this charge is not covered by my insurance and will be my financial responsibility.
2. I understand that I am responsible to pay for any amounts not covered by my insurance policies (e.g. coinsurance, copayments, deductibles or other charges incurred).
3. This document serves as authorization for the release of my medical records from GI Medical Specialists to other health care entities as necessary for my healthcare and to complete related medical claims.

Patient's Name (printed) _____
Signature _____
Date _____