

## Steffen S Cameron MD LTD

551 Wabash Ave NW  
New Philadelphia, OH 44663

Patient Name \_\_\_\_\_ Copay \_\_\_\_\_

Appointment Date: \_\_\_\_\_ Arrival Time \_\_\_\_\_ Reason \_\_\_\_\_

### NEW PATIENT POLICY

**NEW PATIENTS MUST CALL TO CONFIRM Appointment! Our leaving a message on your voice machine is NOT a confirmation that you will show for your appointment! New Patients must speak with Office Staff within 48 hours of their appointment or leave voice message to avoid appointment cancellation with \$75.00 charge!** Please contact our office and speak with receptionist or leave a voice message after hours. (330) 602-7531

When you arrive for your appointments, please make sure to bring the following information:

- Driver's License or other photo I.D. if you don't have a license
- Insurance Card(s)
- List of current medications (prescription and over-the-counter)
- Method of payment (If you have a Co-Pay it must be paid prior to each appointment or your appointment may be cancelled) *We accept Visa, Master Card and Discover Card*

We understand your time is valuable. We make every effort to remain on schedule. We look to our patient to also be prompt and assist us by arriving on time. If you are more than 10 minutes late, your appointment may be rescheduled in fairness to the patients who have arrived for their appointments on time.

### Missed Appointment Policy for All Patients

*A missed appointment is when you fail to show up for an appointment without a phone call or cancel without prior notification.*

**It is the policy of this office to require 24 hours advance notice for all other appointment cancellations.** This allows us to use the appointment time for another patient.

***Failure to contact our office will result in the following:***

1. 1<sup>st</sup> missed appointment: You may call and reschedule your appointment. You may be charged a missed appointment fee of \$25 - \$75 depending on the time scheduled with the doctor.
2. 2<sup>nd</sup> missed appointment: You will receive a written notification of your missed appointment and you will be charged a fee of \$25- \$75 depending on the time scheduled with the doctor.
3. 3<sup>rd</sup> missed appointment: You will be charged an additional missed appointment fee of \$25 - \$75 depending on the time scheduled with doctor and this may also result in a discharge from the practice.