



gwinnettphysiciansgroup



Dear Patient,

Welcome to our practice! In order to serve you better and to make sure that we are meeting the needs of all of our patients, please be aware of the following.

- ❖ Food and beverages are not allowed; please consume them outside of the office. There is a water fountain available in the reception area.
- ❖ For parents with young children: For the safety of our staff and in consideration to all our patients, we ask that you do not bring children over the age of three months to your appointment. Please make appropriate childcare arrangements; you will be asked to reschedule if children are present.
- ❖ In the exam room, visitors are limited to one adult per patient; all others will be asked to wait in the reception area.
- ❖ Cell phones – please silence your phone at check in and upon entering our clinical area.
- ❖ Payment is expected at the time of service unless prior arrangements are made. If you are unable to make your full payment, please ask to see or speak to the Financial Counselor prior to your visit.
- ❖ There is a charge of \$25.00 for completion of FMLA, disability or leave of absence forms.
- ❖ There is a charge for non-notification or appointments not cancelled 24 hours in advance. Appointment times are allocated based on the nature of your visit and the fee schedule for non-notification is as follows:

\$25	Office Visit
\$50	Office Procedure
\$100	1 st time surgery cancellation
\$200	2 nd time cancellation

I understand that if I have three (3) or greater no-show appointments, I will be dismissed from the practice.

If you have any questions or concerns, please e-mail us gpg-obgyn@gwinnettmedicalcenter.org
We appreciate your cooperation with our efforts to provide outstanding care.

Patient Signature _____ **Date** _____