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127 Church Road, Suite 700, Marlton, NJ 08053 856.810.8833

## OFFICE POLICIES

**CANCELLATIONS:** We require 24 hour notice if you need to cancel an appointment. There is a \$50 fee for missed appointments and last minute cancellations.

**CELL PHONES:** Talking on cell phones is not permitted in the office. If you need to use your phone, you may do so outside of the office.

**COPAYMENT:** If your insurance requires a copay it must be paid before you see the doctor.

**CREDIT CARDS:** There is a 75¢ charge on any transaction under \$5.00.

- We do not accept American Express.

**LATENESS:** Patients arriving later than 15 minutes after their scheduled appointment will be asked to reschedule.

**REFERRALS:** If your insurance requires a referral you are responsible for obtaining one prior to your appointment. We are not able to see you without a referral.

I have read and understand the above policies.

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Patient Signature

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Date