

Anita Sabeti, M.D. Pediatrician
Office Policy – Please Sign

Thanks for choosing our office. To provide you with best medical service possible, we implemented some office policies. The purpose of this document is to ensure that you are fully informed regarding our policies. Should you have any questions or need any clarification, please do not hesitate to contact our office.

- **Financial policies:** (please see financial policies in a separate section)
- **Immunization policy:** we follow the immunization recommended by CDC and AAP. We have the right to refuse service to patients who do not comply with our immunization policy.
- **Cancellation:** Any cancellation made 24 hours prior to appointment is free of charge. No show will result in \$50.00 charge.
- **Late to appointment:** We might have to reschedule your appointment if you're more than 15 minutes late.
- **Medical record request:** We will provide you with a copy of your medical record upon request. There will be a process fee for each request.
- **Forms:** We'll happily take care of your school and sport physical forms or any other form as requested. Charges for the forms are included in annual administration fee. Some forms may require extra charge.
- **Annual administration fee:** To be able to continue to provide you with best service possible we charge every family with an annual fee.
- **Notice of our privacy practices:** is posted in our website and hard copy is available in the office.

I acknowledge that I received the above policies and comply with that.

I acknowledge that I received the notice of privacy practices.

Failure to comply with office policies may result in patient discharge from our practice.

Patient name: Parent name:

Signature: Date: / ... /