



ALAIN KARAGUEZIAN M.D.

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WELCOME TO OUR OFFICE

We will do everything we can to provide you with the highest quality medical care.

We ask of you, our patients, to help us to do this. Please try to make appointments.

This is not a walk-in facility and patients are treated by appointment. We do have same day appointments available, just please contact our office.

In order to meet insurance requirement we need to know of any changes in the following:

- Insurance coverage.
- Phone numbers, addresses and email

Please note the following:

- We ask that you please show proof of insurance.
- Your office visit co-payment is collected at the time of service.
- Any past due bill MUST be collected before you are brought in to see your doctor.
- We accept cash, check or credit card(s).
- We allow a 15 minute grace period for all appointments. If you are later than this, you may be rescheduled at our discretion. Please remember to sign in under the doctor that you are scheduled to see. "No show appointments" will be charged \$10.00.
- We try to see our patients in a timely manner. Please try to limit your time with the doctor to the issue(s) for which you originally scheduled your visit. The primary reason for the doctor to run late is patient scheduling for one problem, and then asking the doctor to address many problems.
- We ask you to PLEASE be patient on days that we are running late.

Thank you.

Patient's Signature

(acknowledging receipt of practice policies)

Date