

Huntington Family Medicine  
50 Bellefontaine St Suite #403  
Pasadena, CA. 91105

**Office Policies**  
**Effective 9/01/2021**

Patient Name: \_\_\_\_\_

Patient DOB: \_\_\_\_\_

- Huntington Family Medicine requires 24 business hours (Monday-Friday) notice for appointment cancellations. If you wish to cancel after business hours you can leave a message with our answering service. Otherwise, you will be charged a \$30.00 dollar fee for any missed appointments such as: (consults, urgent care, & follow up's) & a \$45.00 dollar fee for any 2 slot missed appointments such as: (pre-op exams, hospital follow-up's, adult or child physicals)

**Initial:** \_\_\_\_\_

- It is the patient's responsibility to know the date and time of his/her appointment. Appointment reminder calls are a courtesy.

**Initial:** \_\_\_\_\_

- The office will verify the patient's medical benefits; however, this is not a guarantee of payment. It is the patient's responsibility to know his/her benefits including deductibles, copays, and visit limitations. In addition, it is the patient's responsibility to keep track of visits used during his/her benefit year.

**Initial:** \_\_\_\_\_

- We require copayments at the time of service, this includes virtual visits.

**Initial:** \_\_\_\_\_

- Please notify Huntington Family Medicine in a timely manner of any changes including insurance coverage, address and telephone number. Delay in providing us with accurate insurance information may prevent insurance reimbursement and the patient will be responsible for fees.

**Initial:** \_\_\_\_\_

- There is a \$25.00 dollar fee for patients requesting their medical records. **Initial:** \_\_\_\_\_

- There is a \$25.00 dollar fee for all forms such as: DMV, disability, handicap placard, sports, school, work, camp physicals, FMLA, private medical disability, life insurance, jury duty, Etc.

**Initial:** \_\_\_\_\_

*I have read, understand and will abide by the office policies*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Parent/Guardian if patient is a minor)