

Memphis Internal Medicine, PLLC
Office Policies

FAILURE TO PAY YOUR CO-PAYMENT

An administrative fee of \$10.00 will be charged if you do not pay your co-payment at the time of service.

FAILURE TO CANCEL/NO SHOW APPOINTMENTS

A fee of \$50.00 will be charged for failure to provide us with a 24-hour advance notice when canceling an appointment.

A fee of \$50.00 will be charged for No Show appointments.

FORMS COMPLETION FEE

A fee of \$10.00 - \$25.00 will be charged depending on the complexity of the form.

I have read and understand the office policy stated above and agree to accept responsibility as described.

Signature

Date