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Welcome to Arizona Spine Care

Arizona Spine Care would like to thank you for choosing to become a new patient to our practice. If there are any changes to your address, phone number or insurance please notify our office immediately this will help us better serve you.

Appointment Cancellation Policy

We ask that if you wish to cancel any future appointments please notify our office 24 hours prior to your scheduled appointment, if our office is not notified 24 hours prior canceling appointment, there will be a \$25 charge for each missed/no shows appointment. **This fee is billed directly to you and will not be paid by your insurance.**

NO Show Policy

Late arrivals more than 15 minutes after their scheduled time will be considered a missed /no show appointment. **If you decide to schedule another appointment, all missed/no show appointment charges must be collected in full prior to being seen by the Doctor.**

Three repeated cancellations or missed appointments will result in loss of future appointment privileges.

Medication Refills/Personal Prescription History

PLEASE ALLOW 48-72 HOURS FOR ALL MEDICATION REFILLS TO BE PROCESSED. All medication will not be refilled after hours (after 5PM) or on weekends. Same day medication refills that are called in will not be permitted. This clinic will at times need to access our patient's prescription medication history and require your written consent, so that we may maintain an accurate patient medical record.

Temporary Disability/FMLA Paperwork

We **DO NOT** fill out any temporary disability/FMLA paper work unless you have had surgery performed by Dr. Hawkins within the past 2years. **There is a charge of \$35.00** for all temporary disability/FMLA paperwork. We Do Not fill out any permanent disability paperwork. **Additionally, please understand that it takes a significant amount of time for our staff to prepare these forms and we request that you do not ask for a waiver of the fee.**

Medical Records Request

Copies of your medical records are available upon request. There is a \$20.00-\$65.00 (depending upon the size of your records) for all medical records requests. Payment will be due at the time of service. Please allow 7-10 business days for all records request to be processed.

Thank you,

Arizona Spine Care

Print Name

Signature

DATE