

Sweetwater Ob/Gyn Associates
16545 Southwest Frwy, Ste 150 * Sugar Land, Texas 77479
281-242-1400 * 281-207-2200 Fax

POLICY FOR

*** APPOINTMENTS * AFTER CARE * TEST RESULTS * MEDICATION**

It is the policy of Sweetwater Ob/Gyn Associates to contact patients at least 24 hours prior to their scheduled appointment to confirm the appointment. Since our office appointment schedule is usually filled up to 6 weeks in advance, we require at least 1 business days notice for cancellations, so that we will have the opportunity to offer the time to other patients. Failure to notify our office of cancellation at least 1 business day prior to your schedule appointment or not appearing for your appointment may result in a \$ 25.00 charge to your account.

Following your visit with the doctor when laboratory, radiology and special tests are ordered as part of a new patient work up or as part of a patient's continued ongoing care process, you will be asked to schedule a follow-up appointment to review these results. Please be sure to stop at the check-out desk upon departure in order to do this.

We prefer not to give test results over the telephone or by fax. It is our experience that this tends to allow for misunderstanding and less quality of care. A scheduled follow-up visit with the physician is preferable so that all questions can be answered fully. As such, certain test results/reports may be reported to you by phone if prior verbal or written request is received. We will try to facilitate your needs as best we can.

You can be assured that you will be contacted by the office staff should any test results require action prior to your scheduled follow-up appointment.

Please do not contact the office for a copy, fax nor disclosure of test results prior to your follow-up appointment.

In order to obtain refills for medications prescribed through this office you are required to come for continued ongoing care at least once a year, and possibly more frequently depending on the medication. Medications refills will not be approved after office hours or on weekends. If you have not been seen in the last year medication refills will not be approved. We do not call mail order pharmacies as they require a written prescription.

I have read and understand the Appointment, After Care, Test Results and Medication Policy of Sweetwater Ob/Gyn Associates.

Patient Signature

Date