



**NACOGDOCHES  
G.I. CONSULTANTS**  
P L L C

**OFFICE POLICIES**

Welcome to Nacogdoches G.I. Consultants, PLLC. Dr. Jones and his staff are committed to providing and maintaining the best possible patient/physician relationship for you and your healthcare needs. This short guide should help you with the registration process and also help you understand our office policies. Thank you for choosing Nacogdoches G.I. Consultants, PLLC.

**APPOINTMENTS**

If you are a first-time patient, please complete all the enclosed new patient registration forms; remember to list all allergies and medications and bring the forms with you to your appointment. If your insurance requires a referral, make sure you contact your primary care physician before your appointment, as the referral process may take a few days. Also, please have your insurance card, photo I.D. and any other pertinent information regarding your visit, such as previous tests for your condition, etc. Please make every effort to arrive on time for your appointment. If you are late (more than 15 minutes), you will be offered the next available appointment. This may or may not be on the same day. If the appointment must be scheduled for a different day, you will be charged a no-show fee. Missed appointments represent a cost to us and other patients that could have been seen in the time set apart for you. We reserve the right to charge a fee for any appointment that is missed or cancelled without proper notice. We require a minimum of 3 hours notice prior to your scheduled appointment time to cancel or reschedule your appointment. The fee for late cancellation or missed appointments is \$50.00. After your second missed appointment without proper notice, our professional relationship will be compromised and you will be discharged from the practice. If you miss a scheduled procedure, there may be a fee of \$250. If you must reschedule a procedure please contact us.

**PAYMENTS/INSURANCE**

As a courtesy to our patients, all services performed in our office and at the hospital will be submitted to your insurance company for payment. It is the responsibility of the patient to provide accurate insurance information. If the insurance information you supply is incorrect, you will be responsible for payment for the visit and for submitting the charges to the correct insurance plan. If you do not have insurance, you are responsible for the charges at the time of the visit. All payments are due up front, before the office visit. If you are a self-pay patient, your charge will be \$250.00 for your first appointment and \$100.00 for each appointment thereafter.

I have read and fully understand the office policies set forth by Nacogdoches G.I. Consultants, PLLC. I understand and agree that the terms of these office policies may be amended by the practice at any time without prior notification to me and/or the guarantor.

X \_\_\_\_\_  
Patient Signature (Parent Signature if Minor) Date