

KELLIWOOD FAMILY PRACTICE

APPOINTMENTS POLICY

- Office visits are by appointment only.
- Office Hours: Mon – Fri 8:30 a.m. – 5:00 p.m.
- New patients should arrive 20 minutes prior to appointment time to complete registration process for first-time patients.
- Established patients scheduled for a physical should arrive 10 minutes prior to appointment time.
- Please provide any insurance or address/contact changes at the time you schedule your appointment.
- Please bring a list of all medications or actual medication bottles.
- Please provide 24 hours notice for cancellations or to re-schedule your appointment.
- If you have a last minute emergency, which prevents you from keeping your appointment, please contact our office immediately.
- Our office makes every effort to accommodate same day urgent visits for our patients. Due to scheduling, we can only accommodate a certain number of urgent visits per day; therefore contact our office as early as possible.
- If you arrive more than 15 minutes late for your appointment, without prior notice, we will make every effort to work you into our schedule. Out of courtesy to our other patients, we may ask you to reschedule the appointment.
- If you are scheduled for a yearly physical exam, you should be fasting. Please refrain from eating or drinking (except water) for AT LEAST 8 HOURS prior to your appointment.
- Our registration form for new patients and a medication log can be found in the patient forms section at our website, <http://www.kelliwoodfp.com>, for your convenience.