



Notification of policy

At times the physician's administrative or medical staff, or billing office personnel will need to contact you, either in writing, by e-mail or by telephone. Unless you advise our office, in writing, that you do not want to be contacted (opt out) we will:

- Mail appointment reminders, test results or information about the practice to your last known address on file.
- Leave a detailed message at your home, business or mobile telephone number about an appointment or normal test results.
- Leave a detailed message at the telephone number you request to return your call about your medical treatment or billing issues.

A message will **not** be left with a spouse or any other family member, a caregiver or any other resident of your household unless authorized in writing by you.

PLEASE PRINT

Patient Name _____ Date of Birth _____

Signature _____ Date _____