

KARIN C. Li, MD – Internal Medicine (English)

LATE TO APPOINTMENT POLICY

Our medical providers and staff aim to make your visit a pleasurable one. In our efforts to make your visit more comfortable and to minimize your wait time, our office has a late arrival policy.

If a patient is more than 15 minutes late for an appointment, the appointment may need to be rescheduled. This is to ensure that the patients who arrive on time do not wait longer than necessary to see the providers. You may be given the option to wait for another appointment time on the same day if one is available. We will try to accommodate late-comers as best as possible, but cannot compromise on the quality and timely care provided to our other patients.

New patients are encouraged to print the new patient paperwork from the website (www.drkli.com) and complete it prior to the office visit. Otherwise, new patients need to arrive at the office at least 30 minutes prior to the scheduled appointment to complete the forms and the registration process. If a new patient's paperwork is not completed in a timely fashion upon arrival, we may need to accommodate other patients who arrive on time.

Print Name

Signature

Date

MISSED APPOINTMENT AND "NO-SHOW" POLICY

While we make every effort to provide a reminder call at least 48 hours before your appointment, it is your responsibility to remember your appointment. There will be a \$50.00 charge for missed appointments or for your appointments canceled with less than a 24 hour notice. All fees must be paid before a new appointment can be scheduled. Multiple missed appointments may result in being discharged from the practice.

The doctors and staff at Karin C. Li, MD A Professional Medical Corporation truly appreciate your understanding with these policies so that we can continue to provide excellent medical care and superior customer service.

Print Name

Signature

Date

PATIENT LAB/RADIOLOGY STATEMENT ACKNOWLEDGE

You may receive a bill from a laboratory if any tests or examinations are sent out or conducted outside of this office. Please be advised that any laboratory/ Radiology fees, and or bills that you may receive are your responsibility.

If your insurance does not cover particular laboratory tests, examinations or requires that you use a specific laboratory for such procedures, it is your responsibility to inform this office. Please contact your insurance carrier if you do not know what is covered by your policy.

Print Name

Signature

Date