

Welcome to Atlanta Infectious Disease Specialists, P.C.

We appreciate you choosing our office for your health care needs. As a part of our health care family, you can expect a consistent commitment from our staff to provide knowledgeable, high quality care. For your information, below is a list of our most common practice policies and procedures. Please take the time to familiarize yourself with them and sign your acknowledgement where indicated.

OFFICE HOURS AND APPOINTMENTS

Our hours of operation are Monday through Friday 8:30am to 5:00pm. We will try to accommodate your schedule; however, it is important to be as flexible as possible. Please arrive to your appointment on time. If you are more than 15 minutes late for your scheduled appointment we will do our best to provide a visit that day. **But please realize that there may be a time when your appointment will have to be rescheduled so as not to affect the care of other patients.**

INSURANCE

As a courtesy to our patients we will verify benefits and file your primary insurance. Please be aware that verification of benefits does not guarantee payment by the insurance company. We do ask that you verify your benefits also since you are ultimately responsible for services rendered. All co-pays, percentages, and deductibles are due at the time of service.

SIGN IN PROCEDURE

Please sign in when you arrive so the physician can be notified of your arrival.

Your cooperation in these matters is sincerely appreciated.

I have read and understand the policies and procedures of Atlanta Infectious Disease Specialists, P.C.

Signature

Date