ALGONE DFW
INTERVENTIONAL PAIN
5860 Collin McKinney Parkway, Suite 604, McKinney, TX 75070

RESCHEDULING POLICY

Algone DFW Interventional Pain Clinic strives to maintain an efficient schedule that limits the patient's wait time. In order to accomplish this, we ask our patients to take the following steps and provide the following documents:

- Current insurance card; the policy information will not be enough. For verification purposes, the Insurance card must be on file. This includes Medicaid.
- Valid photo ID
- Must have copayment if required by your insurance company
- Payment for service must be paid in full prior to your appointment time.
- Paperwork Requirements
- New Patients must have all paperwork completed before they arrive and must arrive 30 minutes prior to their scheduled appointment time to complete the registration process.
- Any forms that need to be filled out by the doctor must be completed to the extent possible by the patient prior to their appointment.
- Late Arrivals – the scheduled appointment time is the time that the patient should be in the exam room not the time the patient should be walking in the door. To avoid having your appointment rescheduled please arrive 10-15 min prior to your scheduled appointment time at all times.

Please keep in mind that your appointment will be rescheduled if you do not follow the guidelines outlined above:

Signing this form indicates that you have read and understand the policy stated above.

Patient Name _____ Date _____

_____ _____
Patient or Parent/Guardian Signature Date