

 **Two Rivers Family**

 **Practice, PLLC**

**Frances Capraro, MD**

Board Certified Family Physician

**Mary Beth Britton- King, APRN, FNP**

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TWORIVERSFAMILYPRACTICE.COM

 **Two Rivers Family Practice Patient Responsibilities**

 Please initial after reading each statement.

1. All patients are responsible for rescheduling cancelled appointments, especially those for

reviewing tests that were performed. There is a fee for no showing appointments. Anyone

arriving 15 minutes later than the scheduled appointment time will be asked to reschedule. This

is to prevent interfering with the appointments of the patients who are after you in our

workday. INITIAL \_\_\_\_\_\_\_\_\_\_\_\_\_

2. All patients are responsible to know the details of their insurance, including coverage,

participating labs and diagnostic imaging centers, and participating specialists and hospitals.

Please read and make yourself familiar with the details of your insurance policy as every policy is

different. Please verify these facts prior to asking for a referral for consultation with a specialist

INITIAL \_\_\_\_\_\_\_\_\_\_\_\_\_

3. Please be aware that providers cannot examine and diagnose over the phone. Antibiotics and

controlled substances will not be prescribed without an office visit. INITIAL \_\_\_\_\_\_\_\_\_\_\_\_\_

4. Your yearly physical is separate from followup visits for chronic conditions or from acute

problems. Please do not try to combine the two as the time set for the physical is strictly for the

physical. A separate appointment is required for follow up of other chronic conditions or acute

problems. INITIAL \_\_\_\_\_\_\_\_\_\_\_\_\_

5. If patient is under age 18, they will need to be accompanied by a parent or guardian. INITIAL

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6. It is the patient’s responsibility to notify the office of any change in insurance and to provide the

office with a copy of the new insurance card before services are rendered. INITIAL \_\_\_\_\_\_\_\_\_\_\_

7. It is our goal to provide excellent care for our patients with respect and compassion. By the

same token, it is imperative that patients treat the staff with courtesy and respect also. Abusive

language and treatment of the staff will not be tolerated and it is grounds for immediate

dismissal from the practice. INITIAL \_\_\_\_\_\_\_\_\_\_\_\_\_

Dr. Capraro and staff welcome you to our practice and we hope our relationship can be a productive

and enjoyable one.