

## OFFICE POLICIES

1. Atlanta Children's ENT offers a friendly, clean, and safe environment within which to care for your child. We therefore do not allow eating or drinking in the office. Parents are required to watch, control, and clean up after your child as you would in your own home.
2. Atlanta Children's ENT respects your time and the time of others. We **DO NOT OVERBOOK** patients our patients. Therefore, we cannot always accommodate "work in" patients and those arriving more than 20 minutes after their appointment time **MAY** be asked to reschedule.
3. Co-pays are collected at the time of registration. There are **NO EXCEPTIONS** to this rule.
4. All patients **MUST** provide proof of insurance coverage and a driver's license the initial visit. A valid insurance card is required at each and every visit thereafter. If proof of insurance coverage is not available, the patient is responsible for all charges at the time of the visit.
5. Outstanding balances are collected at the time of the visit unless other arrangements have been made.