



15 Moss Creek Village • Hilton Head, SC 29926
 843-681-5077 • Fax 843-681-5012

Our office will file insurance for all reimbursable services to your insurance carriers.

YOU ARE RESPONSIBLE FOR ANY DEUCTIBLE, CO-PAYS, CO-INSURANCE, AND NON COVERED AMOUNTS. YOU MUST PAY YOUR BILL WITHIN 45 DAYS OF RECEIVING A STATEMENT. IF YOU NEED TO SET UP A PAYMENT PLAN, PLEASE CONTACT OUR OFFICE WHEN BILL HAS BEEN RECEIVED.

IF YOU DO NOT HAVE ANY INSURANCE, PAYMENT IS DUE AT TIME OF VISIT.

I authorize the release of any medical information necessary to process my claim, and the payment of medical and surgical benefits to J. Robert Gavin, Jr., MD

Signature of patient or responsible party _____ Date _____

LATE AND CANCELLATION POLICY

If you are unable to make your scheduled appointment, please call the office to cancel 24 - 48 hours prior to your appointment.

If you arrive more than 30 minutes late for your appointment, it may be necessary to reschedule, depending upon Dr. Gavin's schedule.

If Dr. Gavin is running late due to emergencies or other unforeseen events, please alert the front desk if you would like to reschedule your appointment. We will be happy to reschedule your appointment and apologize in advance for any inconvenience.

You are being seen only for the problems scheduled. Please make another appointment for any other issues as x-rays, examination time, and paperwork are all necessary for new problems.

At Gavin Orthopaedics, providing quality patient care is of the utmost importance.

Signature _____ Date _____

www.gavinortho.com

For your convenience, you may go to our website: www.gavinortho.com and access the following forms:

- | | |
|---|----------------------------------|
| Authorization of Release of Medical Records | New Patient Medical History |
| Prescription Refill Request | Established Patient New Injury |
| Notice of Privacy Policies | Appointment/Cancellation Request |

As well as a brief description of:

- | | |
|----------------------|--------------------------------|
| Disorders Treated | Pre/Post Surgery Instructions |
| Helpful Links | What to Expect During Recovery |
| Patient Testimonials | Commitment to Quality Stats |