



Cheryl L. Howard, D.O.
Board Certified Neuromusculoskeletal Medicine
Osteopathic Manipulative Medicine & Family Practice

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OFFICE POLICIES

Welcome to my office. I am pleased to offer my patients the best care in Osteopathic Manipulative Medicine and Consultation in family medicine services. To make the most of your visits and to ensure you receive proper care, please review the following and provide all requested information.

PATIENT INFORMATION

- Please complete the *Patient Intake Form* and *Medical History* to the best of your ability.
- In order to facilitate prescriptions, we need your pharmacy information.

BILLING & INSURANCE

- While we are out of network with most insurances; if you so choose, we will electronically file your claims.
- Benefits and Eligibility are just a quote from your insurance and not a guarantee of payment. Payment will be determined once the claim is processed and additional payment may be required.
- All services must be paid at the time of service, either with cash, check or credit card.
- There will be a \$35.00 charge for returned checks.
- My office will print out your receipts at the time of service. If you need additional copies of receipts or Insurance forms, additional fees may apply.

SCHEDULING & APPOINTMENTS

- If you must cancel your appointment, please give the office 24-hour notice, as there is often a waiting list and another patient may need your appointment.
- There will be a \$75 charge for missed appointments.
- I do not have a 24-hour answering service. If you have an emergency, please go to the Emergency Room. All messages left on the answering machine will be returned during regular business hours.
- Out of consideration for others, please do not bring your children to the office if they will be without supervision during your visit.

Thank you for your cooperation with these policies. My office strives to meet the needs of all our patients. Let me know if we can better our service.

Cheryl L. Howard, D.O.