

IMPORTANT INFORMATION FOR NEW PATIENTS

We ask that all new patients please mail, fax or hand deliver this paperwork to us before your scheduled appointment. **ALL NEW PATIENTS ARE TO BE IN OUR OFFICE 30 MINUTES BEFORE YOUR SCHEDULED APPOINTMENT TIME.** Your photo ID & Insurance card(s) are required when you check in. If you do not have these you will be re-scheduled.

As a courtesy to you Barnes Urology will be happy to file your insurance for you. We will file claims with up to 3 insurance companies for you. We require that you pay your co-pay and any deductible(s) that you might have at the time of check-in with the receptionist. If you are uncertain as to what these may be please contact your insurance company and they can give you this information. If you are unable to pay your co-pay and/or deductible on the day that you are to be seen please call our office and we will be happy to re-schedule your appointment for another day.

Cancellation Policy

Our office requires a 24 hour notice for all cancellations. We understand that sometimes there are circumstances beyond your control and our office will work with you.

NO SHOW POLICY

If you have no showed an appointment twice a no show fee of \$25.00 will be required before any future appointments are scheduled. A no show appointment is an appointment that you do not show up for and have not called to cancel.

PLEASE NOTE WE ARE IN OKLAHOMA CITY ON DOUGLAS AVENUE BEHIND SOUTHWEST INTEGRIS MEDICAL CENTER AT SW 44TH & WESTERN. WE ARE LOCATED IN THE MEDICAL OFFICE BUILDING A/K/A MOB BUILDING BEHIND THE EMERGENCY ROOM.