

**NOTICE TO PATIENTS - MEDICAL OFFICE POLICIES**

**These fees will be billed by the office for the following:**

- A **\$25.00** fee will apply for a late appointment, defined as being half (1/2) of the time booked. For example, for a 15 minute appointment, if you are late more than 8 minutes; or for a 30 minute appointment, if you are late more than 15 minutes
- A **\$50.00 - \$75.00** fee will apply for any no-show / missed appointment or cancellation with less than 24 hour notice

**\*Please note that these fees must be paid prior to any further appointments being booked.\***

- A valid health card must be provided each visit. Expired health cards will not be accepted
- No strollers beyond front reception except for single parent with twins / triplets
- All outdoor footwear must be removed in front reception. Plastic booties will be available for use
- All patients must wait 15 minutes in the waiting area following any immunizations (ie. B12 shots, flu shots). Patients must wait 30 minutes following allergy shots
- All Quebec patients must pay fee for service immediately following appointment. Administrative staff will provide patients with Quebec claim forms for reimbursement
- All prescription renewals will be by appointment only, and will not be done by phone or fax
- LifeSource Medical Centre is a fragrance-free environment. Please refrain from wearing strong scents due to allergy sensitivities
- No narcotics will be prescribed for walk-in patients