EYE SPECIALISTS OF ESCONDIDO

201 W. VALLEY PARKWAY ESCONDIDO, CA 92025 (760) 489-5100

Matthew R. Kirk, M.D. Ashley McCafferty, O.D. Therapeutic Optometrist

2024 Office Policies

- To serve our patients in a more timely fashion, we have established a grace period of time. If you arrive later than 15 minutes after your scheduled appointment, you will be asked to reschedule <u>unless there is an availability</u> of time in the schedule. We understand your time is valuable, please keep in mind that for every patient 15 minutes late, the doctor will be behind 15 minutes.
- All co-pays and/or deductibles are collected at the time of check-in before seeing the doctor. Your appointment could be rescheduled if financial matters are not settled before appointment.
- <u>Pharmacy:</u> It is best to contact your pharmacy at least a week before you run out of medication, and they will contact us. If you need mail order prescriptions, allow 2-3 weeks for your medication to arrive once you have placed the request. If you need prescription refills at the time of your appointment, please alert the back office staff.
- There will be a fee of \$25.00 for <u>no show</u> or <u>appointments not cancelled 24</u> hours before appointment time.
- There will be a fee of \$20.00 for completing patient requested medical/vision questionnaires with the exception of DMV forms.
- If you walk in or call for an appointment and it is determined that you need to be seen same day; your appointment will be after all regular scheduled patients depending on availability (please note this could result in a longer wait time).

PATIENT'S SIGNATURE	