



GILL FAMILY MEDICINE

*Dr. Marlin Gill • Dr. Thomas Lockard • Dr. Edwin Matthews  
Dr. Alexander McQueen • Gwendolyn Adams, PA-C • Alan Heidt, CRNP*

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## Office Procedures

Please notify our office as soon as possible if you are unable to make your scheduled appointment.

You may be asked to reschedule your appointment if you are more than 15 minutes late.

There will be a \$35.00 “No Show” fee charged for appointments not cancelled 24 hours in advance.

There will be a \$30.00 charge for FMLA, disability, and any other paperwork that needs to be completed by our office. Please allow 7-10 business days for completion.

A \$35.00 charge will be assessed on all returned checks.

Due to cross coverage with other physicians, you may see another physician at Gill Family Medicine, if your physician is not available.

If you call to leave a message with your doctor or nurse please allow up to 24 hours for a return call. Your call will be returned in a timely manner after discussion with the doctor.

Prescriptions requested late Friday afternoon will not be filled until the next business day.

There will be a \$4.00 refill charge, per medication, for all prescriptions not taken care of at the time of your visit.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_