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## Office Policy

It is our aim to give the best possible quality of care to our patients in an efficient, caring and respectful manner. Therefore, in order to better serve our patients, please note the following policies, which are in effect at this office.

- **Missed Appointments** - We will attempt to re-schedule missed appointments as soon as possible, but it may involve a delay, depending on the schedule and the type of appointment.

If a patient misses 3 consecutive appointments, we may discharge the patient from the practice.

- **Tardy Appointments** - We will do our best to see patients punctually. To do this, patients will be seen according to their appointment time. If a patient arrives late for her appointment, she may be asked to re-schedule, or she may be seen, depending on the schedule. We will triage patients who are on time, before the patient who is late.
- **Treating People with Respect** - We treat all our patients with respect and courtesy. We ask that you treat the staff and other patients the same way. Using obscene language, rudeness, or behavior that causes a disruption will result in a patient being discharged from the practice.
- **Payment** - Co-pays and Self-payments are due at the time of service. Payment is taken in the form of cash or credit card. Payment by check is not accepted. If you cannot pay at the time of service, we may re-schedule your appointment.
- **Results** – Patients will be contacted with any relevant abnormal lab and imaging results, including mammograms. It is the responsibility of the patient to contact the office to follow up on any upcoming lab, imaging and/or mammogram result

Please sign below stating that you understand the above office policy.

Patient's Printed Name: \_\_\_\_\_

Patient's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent's Printed Name (If patient is a minor): \_\_\_\_\_ Relationship to Patient: \_\_\_\_\_

Parent Signature (If patient is a minor): \_\_\_\_\_ Date: \_\_\_\_\_