



## Privacy Notice

**Southside Diabetes LLC** will share protected health information of patients as necessary to carry out treatment, payment, and health care operations as permitted by law.

By signing this document, you acknowledge availability of our HIPAA Notice of Privacy Practices on our website ([www.southsidediabetesva.com](http://www.southsidediabetesva.com)) and/or you agree to submit a request to the office if you wish to obtain a copy of our HIPAA Notice of Privacy Practices.

## Late & No Show Policies

Your time is important to us. Please make every effort to be *on time* for your appointments. This helps us keep our schedule on track for everyone else.

If you do not cancel within 24 hours of your appointment, on a business day, you will be charged a **\$50 fee** to compensate for the gap in our schedule. You will not be permitted to schedule another appointment until the no show fee has been paid. This fee is not covered by insurance. We take extenuating circumstances into consideration; just let us know.

If you arrive more than **10 minutes late** for your appointment, you will be worked back into the schedule and/or given the option to reschedule. *Repeated late arrivals are cause for dismissal from the practice.* **Three (3) no-shows will result in discharge from the practice(s).**

By signing this document, you agree to the terms above. This agreement is in effect until a written notice is received cancelling all or some of the agreed upon terms, or until termination of care.