

## PATIENT'S RESPONSIBILITIES

**Patients are to assume reasonable responsibilities related to their health and health care. These include becoming involved in your own or family health care decisions.**

**Your responsibilities are:**

1. Always bring your insurance card(s) when coming for services. Be aware of the services covered by your policy and the providers who participate with your plan.
2. Bring your children's immunization records when you bring them to see their physician.
3. Inform the Health Center of any changes in your address, telephone number or name of employer as soon as possible.
4. Pay for professional services rendered on the day of services or make other arrangements with the Billing Office in advance.
5. Make and be on time for appointments. If you cannot keep an appointment you should call the Health Center as early as possible, so that another patient may be scheduled in your place and your appointment rescheduled.
6. Reschedule appointments that you cannot keep at referral centers, e.g., to see a specialist or have a special procedure done.
7. Be honest about medical instructions of the Health Center staff. If for any reason you feel you cannot or should not follow advice, talk to the staff member right away. Be sure you understand instructions from your Health Care Provider.
8. Bring with you to the Health Center, the name and address of other physicians or dentists that you have been seeing. Bring a list of medicines that you are taking. This will enable the Health Center staff to provide you with better health care.
9. Be polite and considerate of other patients and respect their privacy.
10. Bring the physical form with you to the exam.
11. Call for your prescriptions 48 hours in advance.
12. If you are a walk-in patient, please remember, scheduled patients will be seen first; you will be worked in.

