



PATIENT INFORMATION SHEET

Office hours: Monday – Saturday, 7am-7pm. The clinic is closed on major holidays and on rare occasion under special circumstances. Alterations in regular business hours will be posted at Wamego Family Clinic.

Scheduled Appointments: Appointment reminder calls may occur and a message could be left on your voice mail. Please arrive early for registration needs prior to your appointment and provide your insurance card, photo ID, and medication list. If you are receiving allergy injections, you must bring your Allergy/Epinephrine Pen with you. For optimal care, providers typically focus on 1 - 2 problems per visit. Future appointments may be needed for management of other concerns.

Children under the age of 18 must be accompanied by a parent or legal guardian unless alternate arrangements are made with Wamego Family Clinic in advance.

Tardy/Cancellation/No-Show: Please call as soon as possible if you are not going to arrive on time for your appointment. Arriving late may result in the need to reschedule your appointment. Failure to cancel appointments within 2 hours of the appointment time will be labeled “No Show”. Three “No Show” appointments within a 12 month period could result in termination from our practice.

Walk-in Services: You may see a provider that is designated for Walk-in Services without an appointment. The wait time is determined by patient volume and acuity. If you are unable to be seen and treated within routine clinic hours, you may return on another business day for services. You must follow-up with your Primary Care Physician for continued management of your healthcare and for prescription refill requests.

Medication Refills: Allow at least 72 business hours to renew prescriptions. Ask your pharmacy to fax a refill request to Wamego Family Clinic at (785) 458-7347. Check with your pharmacy to see if the prescription has been sent. An ID and signature are required to pick up a written prescription from Wamego Family Clinic. Prescriptions for controlled medications are required to be picked up or mailed to the designated pharmacy.

Communication: Please discuss your questions and concerns with clinic staff or send via Patient Portal. Staff will communicate information to the providers and will return your call with their recommendations. If phone messages are received after 4:30 p.m., your call may not be addressed until the next business day.

Payment: Insurance co-payments are due at the time of your visit. If you do not know your co-pay, payment of \$15 is due at the time of your visit. If you do not have insurance, \$50 payment or payment in full is due at your visit. You will be billed for the remaining amount owed. Financial Assistance Applications are available.

Acknowledgment: Patients receive a copy of Notice of Privacy Practices and A Guide for Patients. These are available in our lobby and at the reception desk.

Consent: Your signature below indicates you have given consent for Wamego Family Clinic representatives to obtain external demographic, clinical, and prescription history information.

Infection Control: To decrease the spread of germs, hand sanitizer and masks are available in our lobby.

Your Signature acknowledges that you have read, understand, and agree to these terms.

Patient Name: _____ Guardian Name: _____

Patient/Guardian Signature: _____ Date: ____/____/____