



*Hometown Healthcare*  
WHERE CARE COMES HOME

**Jessica Wooten, APRN, FNP**

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## **Office Policy**

### **Prescriptions**

**We require a 48 to 72 hour notice for prescription refills. We ask that our patients call and leave 1 message. The nurse will get in touch with you before the end of business hours that day. More phone calls only delay our process.**

### **Forms**

**There is a \$25.00 for any forms that need to be filled out.**

### **Patient Cancellation and Missed Appointments**

**In order to provide you with the best care possible, we ask that you make every effort to keep your appointment. If you need to reschedule or cancel an appointment, we require a courtesy notice. Please call the office at 318-704-0025.**

**MISSED APPOINTMENTS or last-minute cancelations also leave an empty appointment time, as well as other patients waiting to receive medical care. For that reason, patients that do not notify the office of cancellation and are not present for their appointment will be charged a \$25.00 fee. This will need to be paid before an appointment can be rescheduled.**

### **NO SHOW POLICY**

**Three missed appointments without cancelling is considered chronically no show, this can/will result in termination from the clinic.**

**Every effort will be made to provide ongoing healthcare to all patients at Hometown Healthcare Clinic. The medical practice does not discriminate in providing care to a patient due to race, color, sex, religion, national origin, age, handicap, and any other factors prohibited by law.**

**I have read and agree to abide by the above policy.**

\_\_\_\_\_  
Date

**5630 Highway 28 East  
Pineville, LA 71360**