

Acknowledgment

I) Appointment Cancellation

At least **24 business-hour notice** (excluding weekends and statutory holidays) is required to cancel or reschedule an appointment. **Otherwise, an administrative fee of \$50* will apply.**

The administrative fee may be waived under emergency circumstances (hospitalization, urgent medical care) with a proof of hospital/clinic/doctor's visit.

II) Uninsured Services

Please note you are responsible for **Uninsured Services** (services not covered under OHIP) such as sick notes, prescription renewals over the phone, preparing specific letters, completing forms, psychological services etc.

Cancellation of requested Uninsured Services incur a processing fee of **10% of transaction amount**. Rendered services are non-refundable.

Please see the current **fee schedule** for the Uninsured Services. *

III) Confidentiality: Communications & Medical Records

- All calls to/from the clinic are recorded for quality assurance purposes and are kept confidential.

- All information & documents provided to the clinic are protected by **professional duty of confidentiality**, and shall not be shared with outside sources without your consent.

- Physician-Patient confidentiality is limited when required legally by a court order or as part of **physician's duty for mandatory reporting** due to safety concerns of the patient and/or others; such as child/elderly abuse, occupational hazards, fitness to drive, etc.

I acknowledge that I have read and understood the terms set forth above.

Patient Name:

Acknowledged by:

- Patient
 Parent or Legal Guardian / Custodian

Print Name:

Relationship:

Signature: **Date:**

*Fees may change at any time without notice. Please visit www.unicareclinic.ca for latest fee schedule.

**Late arrival of 20 minutes or more after scheduled appointment time will be considered a no-show.

Uninsured Services - Fee Schedule

Service	FEE
Administrative Fee – Late Cancellation/No-Show	\$50
Canadian Pension Plan – Disability Medical Report Form	\$80
Revenue Canada – Federal Disability Tax Credit	\$40
Insurance Form	\$20+
Educational Assessment Form	\$50+
Sick Note / Absent Note	\$20
Prescription Renewal	\$30
Copy / Transmission of Medical Records a) Pages 1-5	\$30
b) Pages 6+	\$1 / Page
Miscellaneous	Ask

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