



Appointment Policy

If it is necessary for you to cancel your scheduled appointment, we request that you call at least 24 hours in advance. Appointments are in high demand, and your early cancellation will give another patient the opportunity to have access to timely medical care.

- *New patients* who cancel within 24 hours of a scheduled appointment, or who miss an appointment without cancelling in advance, will be subject to a \$50.00 charge.
- *Established patients* who cancel within 24 hours of a scheduled appointment, or who miss an appointment without cancelling in advance, will be subject to a \$25.00 charge.
- We do understand there are times when 24-hour notice is not possible. Emergency cancellations or missed appointments will be evaluated on an individual basis.
- After three missed appointments, a \$50.00 fee will be billed to your account and you may be discharged from our practice.

In the interest of fairness to everyone, we are unable to accommodate patients who arrive more than ten minutes late for a scheduled appointment. Exceptions will be made only for extenuating circumstances, and at the discretion of the provider, depending on his or her schedule. We understand that your provider may run behind schedule, and you might have to wait even when showing up on time. These delays are inevitable due to the unpredictability inherent in medical practice, particularly in a practice such as ours where we strive to provide comprehensive care.

By signing below, you acknowledge that you have read and understood the above policy, and you agree to the terms therein.

Patient Name

D.O.B.

Patient Signature

Date