

Appointments/Cancellation/No Show Policy

Appointments

Patients who are late for any appointment may be asked to reschedule at the provider's discretion. Remember to bring all of your prescriptions, over-the-counter medicines, vitamins and supplements to each office visit. This will enable your doctor to review the medications at each visit.

Cancellations

We would like to thank you for being a patient in our office. We value all of our patients and strive to provide the best care possible in the most comfortable setting. Please understand that when we schedule your appointment, we are reserving time for your particular needs. We kindly ask that if you must change an appointment, please give us at least 24 hours notice. This courtesy makes it possible to give your reserved time to another patient who would like it.

We know that your time is valuable. If you are unable to keep an appointment, we ask that you cancel at least 24 hours in advance. If this is not possible, call as soon as you can so that another patient can be given your appointment time.

Missed (Non-Canceled) Appointments

We understand that occasional missed appointments can occur for a variety of reasons. We track missed (non-canceled) appointments. A "No Show/Late Cancellation" is defined as missing an appointment without cancelling at least 24 hours before scheduled time. There will be a \$50 charge for a missed or non-canceled appointment. These charges are in addition to any other charges you may have incurred. No refunds will be given. Repeated missed appointments may result in the office sending a letter discharging you from the practice.

Payment

Payment is due in full at the time of service; no exceptions.

Signature:

Name:

Date:
