

MISSED APPOINTMENT AND CANCELLATION POLICY

For the convenience of all our patients and staff, we respectfully request that you cancel your scheduled appointment a minimum of 24 hours in advance (Saturdays and Sundays hours are not included in this calculation). (For example, if you need to schedule an appointment scheduled for Monday at 10:00am, you will need to cancel on Friday the week before at 10:00am at the latest, in order to avoid the late cancellation fee.) Receiving cancellation information in advance allows us to schedule and to serve other patients.

We recognize that unforeseen circumstances can arise and appointments cannot be canceled in advance. With that in mind, we ask that you leave your cancellation message 24hrs in advance. We will forgive a single missed appointment as a courtesy. However, after one missed appointment or late cancellation you will be charged the fee for that appointment. This fee is not covered by insurance carriers and will be your responsibility to pay before your next visit.

We reserve the right to dismiss patients from our practice after two missed appointments in any 12 month period.

By signing below I agree that I have read and understand the above policy on missed appointments.

Printed Name: _____

Signature: _____ Date: _____