

Cancellations/Missed Appointments/Late Arrivals

Cancellations/Missed Appointments

So that we can make certain that our time is used to best serve you, we have updated our cancellation/missed appointment policy. We want to verify that all of our patients are aware that scheduled appointment times are reserved just for that patient. When we have not been given sufficient notice that an appointment needs to be cancelled, or when a patient misses an appointment, we are unable to give that appointment time to a patient in need.

To help ensure that your time in our office is used most effectively and efficiently, if you need to change an appointment, we will need at least 24 hours' notice prior to your scheduled appointment. This way if you are not going to be there, we can offer that appointment to someone in need. **If you do not cancel your appointment at least 24 hours in advance, you will be charged a no-show/cancellation fee of \$100.**

We understand that life gets busy and sometimes appointments will be missed. However, if you have a pattern of missed appointments or appointments not cancelled with sufficient notice (such as 3 appointments in a span of a one year period), then we are not receiving the consideration we need from you to effectively serve our patients, and you will be subject to dismissal from our practice.

Late Arrivals

We know that delays can happen when you are trying to get to your appointment. However, we must try to keep our other patients and doctor on time. If you arrive 15 minutes past your scheduled time, we may need to reschedule your appointment.

I have read and acknowledged the cancellations, missed appointments, and late arrivals policies.

Signature: _____

Date: _____