



As a courtesy, patients are expected to call the office to notify us of any changes or cancellations by 2:00 p.m. the day prior to their scheduled appointment.

To cancel or reschedule a Monday appointment, please call by 2:00 p.m. on Friday. Appointments following a holiday should be cancelled or rescheduled by 2:00 p.m. the last business day before the holiday.

Patients who call after this cut off time will be considered "less than 24 hour notice" cancellation. (Arriving 15 minutes past the scheduled appointment time falls into this category).

A patient who misses an appointment without notification is considered a "No Show". A fee of \$25.00 dollars may be charged for "less than 24-hour notice" and "No Show".

We do understand that things come up therefore, no fees are charged on the first occurrence and as a courtesy we will contact the patient. However, a \$25.00-dollar fee may be charged every time after the initial reminder without notice. We will require that all fees are paid in full before the patient is seen by the physician.

Frequent occurrences may result in dismissal from the practice.

Patient or guardian signature: _____

Date: _____