

OFFICE POLICY

Prepping for your arrival takes time as each patient and procedure are different. We reserve time for you in our office, therefore our office policy is very firm.

Please review each statement below:

- We strongly encourage you to keep your appointments. If you need to change your appointment, we require you to contact our office by 2:00 pm, at least 48 hours prior to your appointment to avoid a **\$95 cancellation fee for each appointment hour scheduled (i.e., missing a two-hour appointment will result in a \$190 cancellation fee.)** Monday appointments must be confirmed no later than 2:00 pm the Thursday prior. You are welcome to leave a message on our voicemail after hours.
- Not showing for an appointment OR arriving more than 15 minutes late will result in a **\$95 fee**. You will be required to reschedule if you are more than 15 minutes late. Being late causes us to fall behind and run late with other patients.
- **We require a firm confirmation for all appointments.** If you do not confirm your appointment with our office, at least 48 hours prior, your appointment may be given away.

Please indicate at least two methods by which you would like to be contacted to confirm your appointments. Please number them in order of preference.

Your information is safe with us. We only send appointment reminders.

_____ Text via Cell Phone # (_____) _____ - _____

_____ Email _____

_____ Phone Call (_____) _____ - _____

As a courtesy, we will try to contact you to confirm your appointment but this agreement does not depend on our being able to contact you.

I fully understand and agree to the terms above.

Patient Name/ Responsible Party

Patient/Responsible Party Signature

Date