

Missed/Late Appointments Policy

We ask that if you are unable to keep an appointment that you contact our office one business day (24 hours) prior to your appointment time. Monday appointments must be canceled prior to 2 p.m Friday.

If you arrive late for an appointment, it will be at your provider's discretion whether you are seen, or if there is a need to reschedule the appointment.

Our office hours are 8 a.m to 5 p.m Monday through Thursday and 8 a.m to 2 p.m on Friday. If you cannot contact us during the time of business, you may leave a message on our voice mail. If an appointment is not canceled one business day (24 hours Monday-Friday) prior to the appointment, a fee of \$50 to \$75 will be charged to your account.

Any fee unpaid to the provider may result in termination of services.

Any questions regarding the amount of fees or the waiving of fees needs to be directed to our billing office.

I have read the Policy and understand and agree to it.

Print Name

Date

Signature of Patient or Legal Guardian if Patient is a Minor