



### **Appointments/Confirming Policy:**

- If you must miss an appointment, please let us know as soon as possible, 24 HOUR Notice.\_\_\_\_\_
- If you receive a confirmation phone call before your appointment, please note the information carefully and respond to us if necessary.\_\_\_\_\_
- Cancellations should be made at least 24 hours before scheduled appointments.\_\_\_\_\_
- Patients will be **dismissed** from the practice at doctors discretion after **3 missed appointments**. \_\_\_\_\_
- Appointments **MUST** be confirmed the day before, in order to hold the appointment & you **MUST BE ON TIME** for appointments.\_\_\_\_\_

**We feel strongly about the importance of keeping appointments. Appointments have been scheduled for your care, and we do not want that care to be interrupted. Also, our schedules are very busy, and if you do not keep a scheduled appointment, another patient could have used that time. Therefore, if you must miss, unless it is an emergency, please let us know 24 hours in advance so that we may offer the time to another patient.**

\_\_\_\_\_By signing I am stating that I understand and will follow the above guidelines.