



Appointment Cancellation Policy

Dear Valued Patients,

We understand that unplanned issues can come up and you may need to cancel an appointment. We respectfully ask for scheduled appointments to be canceled in advance; at least by the day prior, during office hours of 8:30a.m. – 6:30p.m. We ask all **ESTABLISHED** patients to arrive no later than their scheduled appointment time and all **NEW** patients arrive 30 minutes prior to your scheduled appointment time. If you are delayed, please contact the office.

Although, we have always had a cancellation policy, circumstances have caused us to enforce a policy of charging a fee for no show appointments. Effective as of January 02, 2023, those appointments not canceled in advance; at least by the day prior, during the office hours of 8:30a.m. – 6:30p.m will be assessed a fee of \$50 for office visits and \$50 for procedure/casting visits.

Our Doctors want to be available for your needs and the needs of all our patients. When a patient does not show up for a scheduled appointment another patient loses an opportunity to be seen.

Thank you for your understanding and your cooperation as we implement this policy.

Print Name: _____

Signature: _____

Date: ____/____/____