



APPOINTMENT POLICY

You are **required** to give our office at least 24 hours' notice prior to your appointment time if you are unable to keep an appointment. This not only gives another patient the opportunity to be seen but also allows our support staff to utilize their time most effectively.

Appointments require time and preparation resources of both the physician and the support staff. Our schedule is designed to accommodate the needs of both our well and sick patients.

Any missed appointments or same day cancellations will result in a \$50.00 fee charged to your account. To help us provide timely care to all our patient, please be aware that a fee will apply in the following situations:

- Same day cancellations
- Missed appointments (no-shows), or 15 minutes passed pre-scheduled appointments
- Same-day sick cancellations with **less than 2 hours' notice**