

**Cancellation Policy**

This office has a policy of charging a $50 broken appointment fee for missing an appointment or canceling with less than a **24-hour** notice. The purpose of this fee is to encourage our patients to take their appointments as seriously as we do. That time is reserved for you, and if you do not keep the scheduled appointment then other patients who need “same day” urgent visits or earlier appointments than the schedule permits are being obligated to wait longer than necessary.

Obviously, acute health problems, work issues and family crises are expected. Cancellations of convenience, “no shows” or last-minute schedule conflict will be your responsibility. We remain available to discuss this policy in general or individual circumstances. Thank you for understanding.

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Signature of Patient Date

**Late Arrival Policy**

Please keep in mind that we maintain a very full schedule. Even one patient running late can impact the schedule of the entire practice. Please call us and let us know if you are running late so we can manage accordingly or reschedule your appointment.

If you are more than **7 minutes** late for your appointment we reserve the right to take another patient in your appointment slot. Thank you for understanding.

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Signature of Patient Date