

Appointment Changes

- Our practice is dedicated to quality care and exceptional service. Our doctors and team spend extensive amounts of time preparing for your visit. Broken and missed appointments create scheduling problems for our team as well as other patients.
 - If you find that you must change your appointment, we require a **minimum of 2 business days notice** so that we may make every effort to accommodate other patients.
 - If proper notice is not received, a **fee of \$60.00 per hour of missed appointment** will be applied to your account for every hour of allotted time cancelled. However, we do understand that emergencies and unpredictable circumstances arise, and each incident will be evaluated on a case by case basis.
 - If a family has 2 or more appointments that are broken in a 12 month period without 2 business days notice, all future appointments will be cancelled.
- **We will confirm your appointment** using all or some of these methods: email reminder, text message, automated phone call, or personal phone call. **It is very important that you confirm your appointment with us, please respond to our attempt to reach you.**
- Remember, your appointment time is held exclusively for you, please be considerate.

I, _____ have read, understand, and agree to the above stated policy regarding appointment changes.

Signature: _____ Date: _____

TURN PAGE OVER