Missed Appointment Policy

In order to have an efficient and orderly practice, we request your consideration of the physician’s time by asking that you give us 24 hours notice if you cannot attend a scheduled appointment. This allows other patients who are waiting for a cancellation to be notified. We understand that sometimes situations arise that are out of your control, and 24-hour advance notices may not be feasible. However, in these situations, we ask that you notify the office as soon as possible.

When a patient repeatedly misses scheduled appointments, it becomes an inconvenience to the practice. Therefore, if a patient misses three consecutive appointments without proper notification, he or she may be subject to dismissal from our clinic, at the discretion of the treating physician. A letter will be sent to the patient informing him or her of the decision and/or process.

I have read the above statement and agree to abide by the policy as stated above.

Patient Signature: __________________________ Date: _______________

Witness: _________________________________ Date: _______________