



PATIENT APPOINTMENT POLICY

Your adherence to the recommended or prescribed number of treatment visits is vital to your progress. Therefore, we have certain guidelines that need to be followed in order to ensure optimum results and ask your cooperation regarding the following appointment policy:

Every effort is made to keep on schedule so we respectfully ask patients to be prompt and keep their appointments. We try to remind patients by telephone or mail prior to their appointment, but please do not depend on this courtesy. If we are unable to reach you, your appointment card will serve as the confirmation of your appointment and implies your obligation to be present. That time has been reserved especially for you. This means no other patient has been scheduled for that particular time slot, and that anyone else wishing to schedule for that time has had to be given a different time for their appointment. We reserve the right to charge \$25 for office visits cancelled or broken without 24 hours advance notice.

If you have any questions about the policy, do not hesitate to ask our office staff. We believe that good communication is the key to excellence in your care.

I have read and I understand the above Patient Appointment Policy, and I have been provided the answers to any questions I have at this time.

_____ **DATE:** _____
Signature of Patient/Guardian