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#### MISSED APPOINTMENT POLICY

When we schedule your appointment, a specific amount of time is reserved especially for you. If for any reason you must cancel or change your appointment, it is important that you give our office at least 24 hour notice so that we may offer that time to someone else.

- First missed appointment: If an appointment is missed or canceled within a 24 hour window, a letter may be sent to you reminding you of our policy.
- Second missed appointment: After your second missed appointment/short notice cancellation, we may send another letter to notify you of a change in your scheduling status. You will have the option of being placed on our short call list, being notified as openings become available.
- Third missed appointment: We will not reschedule the missed appointment. In the future, if you would like to call us in the morning of a day you are available for an appointment, we will be happy to accommodate you as our schedule allows.
- For New Patients: You will not be rescheduled if your appointment is canceled with less than 24 hour notice or if you no show for your first appointment.

We understand that emergencies happen that sometimes prevent us from keeping appointments. If you have an emergency or some other issue that causes you to miss your appointment, please let us know.

I have read the policy above. I understand and agree to abide by the terms listed above.

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Signature

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Date