



## Appointment Policies

### We ask that all patient respect the time of their appointment

We understand that patients are very busy, that their time is precious and that they do not like waiting.

We try as much as possible to respect the time of our patients and expects the same from our patients.

For that reason, we ask that all patients arrive **15 minutes prior** to the appointment, so they may fill forms needed for the appointment.

If patients are late to the appointment, this means that we will be late for our other appointments. For this reason, we will not see patients who are more than 10 minutes late. Only if time permits, will they be seen, otherwise the secretary will offer another appointment.

### Important

If you cannot come to your appointment, please call to let us know 72 hrs in advance.

Because of the complexity of the problems treated by our physicians, only a few patients can be seen per hour. There is a long waiting list of patients in severe pain waiting to be seen. If you call to advise us that you cannot come to your appointment, one of these patients can be helped.

### Policy regarding missed appointment

A 72-hour notice is required if you wish to cancel your appointment, otherwise you will be charged a fee of 75\$.

After 2 missed appointments, without a 72-hour notice, your chart will be closed, and no further visits will be given.

By signing, I have read and understand the appointment policy.

\_\_\_\_\_  
(Signature of patient)

\_\_\_\_\_  
(Printed name of patient)

Date: \_\_\_\_\_

*Revised July 2021*