



205 N. Phoenix Rd, Suite 325, Phoenix, OR 97535  
P 541-690-1525 | F 541-690-1527 | [Murphycreekwellness.com](http://Murphycreekwellness.com)

## Late Appointment Arrival and No-Show Acknowledgment

We are part of your healthcare team and require your assistance to meet your healthcare needs. We value your time as much as our time. Therefore, we have implemented the following active policy. **We recognize late patients as anyone who does not arrive by the check in time.** Please initial next to each point to acknowledge you understand our strict policy.

\_\_\_\_ **We REQUIRE patients to arrive by Check-in Time.** Check-in time will be determined based on appointment type.

\_\_\_\_ **Establish Care and Annual Appointments: 10 minutes early**

\_\_\_\_ **Pain Management: 15 minutes early**

\_\_\_\_ **All other appointments: 5 minutes early**

\_\_\_\_ Chronic pain management patients must arrive 15 minutes prior to scheduled appointments with medication (if late or without medication, appointment will be rescheduled, and medication will not be filled until rescheduled appointment is completed.)

\_\_\_\_ **Late Patients will NOT be accepted.** Any tardiness will result in rescheduling of appointment. We recognize late patients as anyone who does not arrive by the check-in time.

\_\_\_\_ No show appointments are failing to attend a scheduled appointment.

\_\_\_\_ A text will be sent to patients who no-show an appointment. This is a reminder to call our office to discuss options to reschedule.

\_\_\_\_ A second no-show will result in discharge from the clinic.

\_\_\_\_ No show could be subject to a \$25.00 charge per missed appointment.

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