



1125 Forrest Avenue, Suite 202, Dover, DE 19904  
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### **Appointment Policy**

We are deeply grateful for the time and dedication of our volunteer clinicians, who generously provide care as a service to the community. To help ensure every patient has access to this care, we ask that you follow the appointment guidelines outlined below.

Our schedule may occasionally change with short notice, so it's essential that we have your current phone number on file to keep you informed of any updates.

If you need to cancel or reschedule an appointment, please notify us at **least 24 hours in advance**. This allows us to offer the time slot to another patient in need.

We understand that unexpected situations arise. However, missing multiple appointments without notice impacts our ability to serve others. If **two (2) appointments are missed without prior notice, you may be placed on a waitlist for up to one year** before we can offer a new appointment.

Prior to your appointment, we'll reach out to confirm the date and time. If we're unable to contact you **after three (3) attempts, your appointment may be released to another patient.**

Thank you for helping us provide timely, high-quality care to everyone who relies on our services

**Patient Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_