

## **Appointment Policy**

Keeping your appointment time is important, as the clinic has set aside this time especially for you. Not keeping your appointment, or not advising the staff ahead of time, results in a significant block of time that is non-productive for the providers and staff and prevents other persons from obtaining care. Please notify us at least **24-hours** in advance if you are unable to attend your scheduled appointment. If you do not notify our clinic of your expected absence **24-hours** prior to your appointment, you will be charged a fee of **\$50.00** that will be billed to you every time that this should occur. If you have missed **3 appointments in total** during your time as a patient in our clinic *without* notifying the staff of your expected absence, you will be discharged, and we will transfer your records to another healthcare provider of your choosing at that time. Thank you for your understanding.