



## Missed Appointment Policy

*A missed appointment is defined as (a) an appointment that you do not show up for or (b) an appointment that you provide less than 24-hour notice to cancel or reschedule.*

### **Please Confirm Your Appointment:**

We will contact you by text, email or phone at least one day prior to your appointment and by text or email on the day of your appointment. Please note that you can also leave us a voicemail if it is after normal business hours and you need to cancel, reschedule or confirm.

**If you have not confirmed an appointment 24 hours prior to your appointment, we reserve the right to reschedule you.**

### **Late Arrivals:**

Please keep in mind that we maintain a full schedule. Even one patient running late can impact the schedule of the entire clinic. Please call and let us know if you are running behind so we can manage the schedule accordingly.

**If you are more than 15 minutes late for your appointment and we haven't heard from you, we reserve the right to fill your appointment slot at our discretion.**

### **Cancellation Policy:** (abbreviated policy reference. See full Cancellation Policy)

If you need to cancel or reschedule your appointment, please give at least a 24-hour notice so we can fill the appointment slot as needed.

Printed Name \_\_\_\_\_

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

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