

Broken Appointment Policy

We understand that last minute changes in you schedule may be unavoidable and we will try to accommodate those changes as best we can. Please understand that when we make an appointment we are setting aside enough time to do our best work and that each appointment is for only one patient. We do not overbook expecting some of our patients to not show for their appointments. Therefore, broken appointments without adequate notice results in wasted time for us, adding to the cost of providing care for all our patients.

To be fair, if you have an unavoidable conflict and cannot give 24hr notice to change the appointment, there will be no charge for the first time this happens. The second, subsequent cancellation for the same appointment will incur a fee of \$35.00. A third subsequent cancellation of the same appointment will require prepayment of the entire fee prior to rescheduling and the fee forfeited if the appointment is not kept.

24hr notice will give us time, usually, to fill in the appointment there will be no broken appointment fee.

We will work with you to try to schedule times that are best for you. Patients who habitually reschedule for inadequate reasons will be referred to an office with does not work by appointments or which can accommodate an unpredictable schedule.

By signing below, I acknowledge I have read and understand the above policy.

Signature:

Date: