



## **Missed Appointments Policy**

- After the first missed appointment, you will be notified by letter of our office policy. The appointment may be rescheduled.
- If the second scheduled appointment is missed, a **\$50.00 fee will be charged**. The appointment may be rescheduled once the fee has been paid.
- If a third scheduled appointment is missed, a **\$75.00 fee will be charged**. The appointment may be rescheduled at the doctor's discretion.
- If a fourth scheduled appointment is missed, it will be necessary to terminate our professional relationships with the patient and the family. We will be available to treat the family for 30 days on an emergency basis only.
- Patients arriving more than 10 minutes late may be rescheduled at the discretion of the practice.

**Any appointment that is missed without 24 hours notice is considered a missed appointment.**

Depending on the nature of the appointment our doctors may determine that a deposit is required to reschedule the appointment.

Thank you for respecting our time and policy. If you have any questions, please feel free to contact us directly with any questions.

**Patient/Guardian Signature:** \_\_\_\_\_

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