

# Policy for Missed/Cancelled Appointments

We require 24 hour notice for cancelled appointments. Cancelled appointments are difficult to replace and have a detrimental effect on the practice. Patients who provide less than 24 hours notice for two appointments will be charged a \$25 missed appointment fee. This fee helps cover the cost of staffing and overhead associated with being available for business during this time. This fee will need to be paid **prior to** scheduling any further appointments.

Confirmation calls are made and reminder cards are sent as a courtesy to our patients. However, it is ultimately the responsibility of the patient to remember and keep a scheduled appointment.

Patient Signature \_\_\_\_\_ Date \_\_\_\_\_