

Appointment Policy

1. Cancellation / No Show

We understand that there are times when you miss an appointment due to emergencies or obligations for work or family. However, when you do not call to cancel an appointment, you may be preventing another patient from getting much needed treatment. Conversely, the situation may arise where another patient fails to cancel and we are unable schedule you for a visit due to a “full” appointment booking.

If an appointment is not cancelled at least 24 hours in advance you will be charged a \$25 fee on your account which must be paid when scheduling your next appointment. *This is not covered by your insurance.*

2. Late Arrivals

We understand that delays can happen, however we try very hard to keep the other patients and doctors on time.

Each circumstance will vary on the day, patient, appointment type, and Doctors' availability. Our office staff will let you know if we are able to still see you or if we need to reschedule the appointment depending on how late you arrive.

3. Account Balances

We require that patients with self-pay balances pay their account balances to zero (0) prior to receiving further services by our office.

Co-Payment, Co-Insurance, and Private Pay costs are due at check in.

Patients who have questions regarding billing may schedule a time with our billing manager who can review your account and/or concerns.

All balances must be paid in full before records or devices can be given.

(print) Patient Name

(sign) Patient Name/Legal Representative

Date