



**Your time is very important to us.**

This office makes every effort to stay on schedule. We make certain ample time is provided for each patient; both for appointment in our office and all our procedures that are done at the hospital and/ or surgery center.

We allow each patient the quality time and consideration necessary for their healthcare needs. We do, however, see patients with highly complex problems that often require additional time

**As you may relate to, we often have many ill patients who are waiting to be seen by our providers. If a patient does not provide timely notice that they will not be able to make their scheduled appointment, we will not have time to schedule another patient that is waiting desperately to be seen.**

For this reason, our office requires **24 hours notice** prior to cancelling or rescheduling an office visit appointment

You can avoid a **\$50 cancellation/** no show fee by contacting us 24 hours or more if you are unable to keep your appointment for an office visit.

The notice for cancellations of procedures is **72 hours**. The fee for missed or late cancellations of procedures will be **\$100.00 fee**.

Please notify our office in advance during regular business hours if you need to cancel or reschedule your appointment according to the timeframe listed above. Our hours are Monday – Friday 8am – 5pm.

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

Print Patients name: \_\_\_\_\_

Signature of patient or patient representative: \_\_\_\_\_