

## Our Policies for a Mutually Beneficial Relationship

Please initial each box

### Late policy "10 minutes"

Being late by more than 10 minutes will require you to either reschedule or wait for the next available opening. There are no guarantees since openings due to cancellations are unpredictable.

### 24 - Hour advance notice fee

If you need to reschedule or cancel an appointment, we require a minimum of a 24 - **hour advance notice**. A **\$35 fee** will be charged for cancellations made later than the required minimum of 24 hours' notice. This fee is not intended to be a punishment, but it is expensive to us to make appointments available to you. Whether or not you attend the appointment time reserved for you, we still accrue multiple associated expenses for staff wages, supplies, etc. Advance notice provides us the opportunity to allow someone else time to reserve it in place of you.

### Copays are due upon completion of appointment

If you have an insurance copay, we expect payment of that amount upon your dismissal from our office.

### No - shows are bad

If you fail to arrive for your scheduled appointment time, a **\$50 fee** will be applied to your account. You may reschedule your appointment on a "first come, first served basis."

### Cell phones

We realize emergencies may necessitate you to carry your cell phone with you. However, please be courteous and set your phone to silent or turn it off. Thank you.

**Print Name:** \_\_\_\_\_ **Date:**\_\_\_\_\_

**Signature:** \_\_\_\_\_

**Thank you for your time and consideration. We look forward to building and maintaining a lifetime relationship with you that fosters mutual respect and responsibility**