

## *OFFICE APPOINTMENT POLICY*

Appointments are reserved exclusively for each patient, and require a great deal of time for cleaning and preparation. We ask that you please notify our office 24 hours in advance of your scheduled appointment time if you are unable to keep your commitment. Another patient who needs our care could be scheduled if we have sufficient time to notify them. We realize that unexpected things can happen, but we do ask for your assistance in this regard. A **\$25** fee will be assessed if 24 hour notice is not given.

If you are more than 10 minutes late for your appointment, our ability to give you excellent service is compromised. We may find it necessary to reappoint you if it is not possible to give you the care you deserve in the resulting reduced amount of time.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF PATIENT/GUARDIAN