



## Appointment Guidelines

It is our desire to provide our patients with timely, quality care. In order to do so, we require our patients to arrive on time and to make every scheduled appointment.

We feel it is important for our patients to understand our guidelines as it relates to cancellations, no shows and late arrivals.

- If you are new to our practice, we ask that you arrive at least 30 minutes prior to your appointment time to have your new patient forms completed. This early arrival allows our staff to efficiently perform their tasks of registering you into our systems.
- For follow-up visits, we ask that you arrive on time. Should you arrive more than 15 minutes late, your appointment may be moved to a work-in status or rescheduled.
- We request 24-hour advance notice if you are not able to keep your appointment. To cancel and/or reschedule an appointment, please contact our office at (214) 691-8306.
- If you do not show up for your scheduled appointment, you may be charged a \$25 fee that is your responsibility for paying. This fee cannot be submitted to your insurance company. Three no shows may result in your dismissal from the practice.

I have read and understand the above guidelines for appointment arrivals, cancellations and no shows.

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