

# MISSED APPOINTMENT POLICY

We want to thank you for choosing us as your health care provider. In order to give you and all our patients the best possible care, we request that you review our policy regarding missed appointments. A missed appointment is when you fail to show up for an allotted appointment time, without a phone call or cancellation notice of at least 24-hours. Please remember that we have reserved appointment times especially for you. Therefore, we require this notice to reschedule your appointment and to offer your cancelled time to other patients.

**If you are unable to keep your scheduled appointment time, please call our office at least 24-hours in advance in order to avoid a missed appointment fee.** This charge is not covered by insurance. Your phone call is critical in helping us provide continuous care to all of our valued patients. If you fail to give us notice of your missed appointment, **you will be charged a \$25 fee (or \$45 for annual-PE appointments).**

Thank you.