



Cancellations and Rescheduled Appointments

In order to continue providing you with the quality of care you have become accustomed to, it has become necessary to implement a new policy concerning missed or rescheduled appointments and cancellations.

If you need to reschedule or cancel your appointment, we ask that you contact the office within 24- hours of your scheduled appointment. Office hours are from 8:00am to 5:00pm, Monday through Thursday, and 8:00am through 12:00 on Fridays. If you need to cancel or reschedule after hours, please call the main number and leave a message with the answering service. Your message will be forwarded to the office upon receipt.

There is a \$30.00 fee for less than 24- hour notice to change, cancel, or miss appointments.

NEW PRESCRIPTIONS AND REFILLS

Additionally, we are asking for 24- hour notice to process your prescription requests. Please call the office **BEFORE** you run out of medication to ensure you receive your prescription in a timely fashion.

By signing this document, you acknowledge you understand this information. If you have any questions, please do not hesitate to contact our office.

Patient Name: _____

Signature: _____

Parent or Legal Guardian: _____

Date: _____