

Appointment Policy

Date:

Patient Name:

Dear Valued Patient,

We are always striving to serve you, our patient. We are committed to the *Best in Class for Every Patient, Every Visit*. To ensure that every patient receives the care needed, we ask that you schedule a time according to what works best with your schedule so that you can make it to your appointment.

It is very important that you keep your appointments as scheduled since your providers are setting aside time specifically for you. This ensures that you and all of our patients receive care at the time schedules.

Given that appointments are made specifically for you, it is important that you arrive for your appointment and on time please.

Should a patient miss two or more appointments, we will significantly limit the days and times your future appointments are scheduled. You may be placed on a same day appointment scheduling restriction, meaning you would need to call on the day you would like to be seen to inquire about availability for same day walk-in appointments. This may result in longer wait times.

We do hope you understand and can appreciate our commitment to seeing you and all patients at your scheduled appointment times.

Thank you for your understanding!

Patient or Guardian Signature

Date