

APPOINTMENTS POLICIES

Please read and initial each highlighted section

It is patient's responsibility to call and cancel appointments 24 hours prior.....NO EXCEPTIONS

 Broken appointments are any time you are scheduled for an appointment and you do not show for that appointment. Future appointments, already made, will automatically be canceled and will be scheduled one at a time.

 Late cancelations are considered broken appointments. If you need to cancel your appointment, you need to call us at least 24 hours before your appointment time.

 Late arrivals are also considered broken appointments. If you do not arrive by 10 minutes after the start of your appointment.

 Family group appointments that are missed will result in scheduling only ONE family member at a time.

NO CALL NO SHOW AND BROKEN APPOINTMENTS

1st Broken All appointments will be canceled and will be rescheduled one at a time.

2nd Broken -If for any reason, patient misses the appointment or cancels late, they will not be scheduled for another appointment for 6 months. Patient can call in the morning for a same day appointment to see if there is an opening.

3rd Broken – Terminated as patient for 1 year.

Reasons for denied services include, but not limited to:

1. No proxy in place.
2. No Medicaid verification and inability to pay for services.
3. Arriving to your appointment late.

Print Name _____ Signature _____
Date _____