

**Please take the time to acknowledge our  
Office Policies – Effective as of 10/15/2009**

**Cancellation Fees-**

Short Notice Cancellations of less than 24 hours will result in a \$50  
cancellation fee

This applies to no-call no-show appointments as well as short notice  
cancellations

If you are excessively late to the point where we no longer have time to give you the  
treatment you require, we reserve the right to reschedule you.

Three consecutive missed appointments in one family will result in dismissal from  
our practice. This is not an action we wish to take and encourage you to give us as  
much notice as you can if you think you can not make your originally scheduled  
appointment.

The more time we are given concerning a cancellation, the more likely we can give the  
time to someone else who needs care. Making or breaking appointments in a timely  
manner is your responsibility and these charges will  
not be covered by insurance.

Your reliability is essential to our being able to run our office in an efficient manner to  
best serve you and your family.

**Payments and co-pays** are now required on the day of Service or a statement fee of \$20  
will be added to your total upon billing. If you cannot regularly afford your co-payments,  
patient specific financing may be discussed with a member of our office staff in advance  
of the procedures proposed. It is your responsibility to approach the staff regarding  
financial matters.

Signature

Date

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