



### **APPOINTMENT POLICY**

We want to honor your time commitments by seeing you at your appointed time and ask you to partner with us in arriving on time. If there becomes a need to reschedule an appointment, please give us a minimum of **72** hours notice by contacting our office during normal business hours Monday through Thursday.

Because we see one patient at a time so that each patient gets our undivided attention, our cancellation policy is very strict. Short notice cancellations are very costly to us, prevent us from seeing another patient in that time and significantly delay any treatment you may require. Cancellations within 72 hours are subject to a **\$100** cancellation fee. **Appointment changes are not accepted via e-mail or by voice mail outside normal business hours. Repeated cancellations will require pre-payment of the visit which will be non-refundable.**

### **FINANCIAL POLICY**

Payment is expected at the completion of each appointment. We accept cash, check, VISA, MasterCard, Discover and American Express.

All major treatment involving a laboratory procedure will require an appropriate down payment.

We will gladly submit a claim to your insurance carrier to aid in your reimbursement.

Thank you.

**I have reviewed and understand this office's Appointment and Financial Policies.**

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Signature

Date