

Appointment Agreement

We reserve time in our schedule especially for your child. In consideration of others, we kindly request at least 2 business days' notice prior to cancelation or rescheduling any appointments.

We do understand that there are circumstances that may prevent you from keeping your child's appointment, however, by providing us as much notice as possible, we may be able to contact another family who would like that appointment time. Canceling with less than 2 business days' notice does not allow us enough time to schedule another patient in need of the appointment.

You will receive 1 letter for missed appointments without proper notice given. If you miss another appointment without proper notice given, your family will be permanently dismissed from our practice.

Patients who are running late are asked to call the office as soon as possible to check with the front office to determine if there is still time for their care. **Cancelations left on our voicemail are not accepted and will not be considered cancelled.** Please call during regular business hours and speak with a team member if you need to make a change.

In consideration of other patients, your child's appointment may be rescheduled if you are more than 15 minutes late for your scheduled appointment time.

School holidays, as well as before and after school hours, are our most popular appointment times. Appointments cancelled with less than 2 business days' notice that are rescheduled on a school holiday or before or after school times will not be rescheduled on another school holiday or a before or after school appointment time.

We greatly appreciate your cooperation in helping us provide you with excellent care for your family. Please sign below that you have read and acknowledge the above information provided to you.

Patient's Name: _____

Parent/Guardian Name: _____

Date: _____