

**No Show, missed appointment office policy form**

When our office books your appointment, we are setting aside a dedicated chair and time slot just for you. We only ask that if you must reschedule your appointment that you please provide us with at least a 24 hour notice. This courtesy makes it possible to give your reserved time slot to another patient who would be more than happy to accept.

**There is a charge of $50.00 per hour for not showing up for the scheduled appointments.**

**\*Repeated cancellations or missed appointments will result in loss of future appointment privileges.**

Every patient in our practice receives this unique reservation. When your appointment is made, a time is reserved and we have the room and materials needed set up specifically for your visit. Except for emergency treatment for another patient, you can expect us to be prompt. We, of course, would appreciate the same courtesy from you. Thank you.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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