

### **Missed Appointment Policy**

- A missed appointment is an appointment that is missed or canceled with less than 24 hours notice.
- A fee of \$50 will be charged for a missed appointment.
- If a deposit has been made for an appointment, a missed appointment fee of \$50 will be deducted from the original deposit.
- The \$50 missed appointment fee must be paid to reschedule the appointment.
- After 2 missed appointments, patients will be placed on a “Same Day” status. This means that the patient is to call the office on a day that they are available and if there is availability then the patient will be given a time to come into the office on that day.
- Not confirming an appointment is not a cancellation or an excuse for a missed appointment. Patients are responsible for knowing when they have an appointment and for notifying the office if they need to reschedule or cancel the appointment.