

Notification of Office Policy

Dear Patients:

Weekly, our office has 45 (forty-five) patients miss appointments.

That means:

Weekly, 45 times our staff spent time on the phone to make the appointment.

Weekly, 45 times our staff called to remind patients of their coming appointment.

Weekly, 45 times our staff had to call an insurance company to verify coverage.

Weekly, 45 times our staff had to pull the chart.

Weekly, 45 times our staff had to review what the patient was coming in for.

Weekly, 45 times computer memory was used.

Weekly, 45 times our staff had to make a note on the computer of the missed appointment.

Weekly, 45 times the doctor had to review the chart to notify patient of missed appointment.

Weekly, 45 times our staff had to file paper inside the patient's chart.

Weekly, 45 times our staff had to mail out missed appointment information.

Weekly, 45 times our staff had to file a chart away.

Weekly, 45 patients have to wait that much longer for their appointment.

Therefore:

All missed appointments and cancellations with less than 24 hours notice will be charged \$35. You will need to pay the \$35 before a new appointment can be made. **Insurance DOES NOT pay for this.**

Medical forms brought in at the time of your appointment or after will be filled out within 10 business days.

Return to school/work and prescriptions requested after your appointment will be processed with 48 hours from the day you call.

Patient Name

Patient DOB

Date

Parent Name

Signature

Witness Name

Witness Signature