



Patient Appointment Policy

We value your time as a patient, and respectfully ask you to do the same with our providers and other patients in our practice. Being able to maintain an on-time daily schedule is a high priority at SOLO. As a courtesy to you we will try our best to deliver a reminder phone call prior to your appointment with us, but ultimately the responsibility falls to you to be on time for your appointment. Please understand that when you fail to provide adequate notice when canceling an appointment, fail to show up, or arrive late for your scheduled appointment, you inconvenience our other patients and cause the office to run behind schedule. In order to protect our patients' time and our office time we have employed the following policy:

We respectfully require that you **provide no less than 24 hours' notice** for all cancellations, unless an unavoidable circumstance prohibits your arrival, i.e. auto accident or medical emergency. There will be a \$30 charge for any inappropriately cancelled appointments and no shows. This charge must be paid in full before another appointment can be scheduled with your provider.

If you arrive more than 15 minutes late for your scheduled appointment, we will attempt to offer you another same day appointment with your provider if appointment availability exists, or we will arrange for your visit to be re-scheduled to another day.

Repeated cancellations or no shows may be cause for your termination from our practice.

We will always strive to honor your appointment at the time it is scheduled. However if an unforeseen delay due to a medical emergency occurs, we will offer you the option of waiting or rescheduling your appointment.

Patient Signature

Printed Name

Witness

Date