



Patient Policies and Agreement Regarding Appointments

Unfortunately, previous patients have had an extremely high number of broken appointments. The results of those numerous broken appointments have been unnecessary and sometimes painful for other patients in need of treatment. Therefore, the following regulations have been instituted to eliminate broken appointments and to treat motivated patients in a more timely manner. Failure to adhere to ALL these policies will result in a dismissal from this practice.

1. You must be on time for your appointments. If you arrive more than 10 minutes late without prior notice, your appointment will automatically be cancelled and you will be dismissed from this practice.
2. We will attempt to call you up to 2 business days before your scheduled appointment to confirm the appointment. If a message is left on your machine, and we do not receive a call back, we will assume that you know and understand your appointment time.
3. Any co-pay of money owed on your account must be resolved before your appointment. Failure to settle any balance will result in cancellation of your appointment as well as dismissal from the practice.

*******ATTENTION NC HEALTH CHOICE RECIPIENTS*******
DUE TO SOME NON-COVERED PROCEDURES, YOU MAY BE
REQUIRED TO PAY FOR THESE SERVICES!!!

ATTENTION:

If you need to cancel an appointment for any reason, you must give a 24 hour notice or the cancellation will be considered a broken appointment and will not be able to reschedule you for future appointments.

I, _____ have read and agree to my obligations as a patient in this practice.

Patient/Guardian Signature: _____

Date: _____