



OFFICE POLICIES

- 24 HOUR NOTICE OF CANCELLATION REQUIRED, REGARDLESS OF SITUATION. FRIDAY AFTER 2:30 AND WEEKENDS DO NOT COUNT.
- TEXT MESSAGE AND/OR E-MAIL ARE THE PREFERRED METHODS FOR CANCELLATIONS.
- **NEW PATIENTS** WHO MISS THEIR 1ST APPOINTMENT WILL NOT BE RESCHEDULED.
- ESTABLISHED PATIENTS WILL BE AUTOMATICALLY DISMISSED IF 2 APPOINTMENTS ARE FAILED!
- **\$50.00** FAILED APPOINTMENT **FEE** MAY BE CHARGED PER CHILD.
- ALL PATIENTS ARE SUBJECT TO DISMISSAL FROM THE PRACTICE FOR APPOINTMENT FAILURES, AND/OR NON-COMPLIANCE OF OFFICE POLICY, AND/OR RECOMMENDED TREATMENT.
- A 10 MINUTE GRACE PERIOD IS ALLOWED FOR ALL APPOINTMENTS, ANYONE PAST THAT WILL NOT BE SEEN!
- INSURANCE CO-PAYS, OR FEE FOR SERVICES MUST BE PAID ON THE DAY SERVICES ARE RENDERED!