

## **DVC Scheduling Policy**

I have been scheduled for an appointment/procedure with Douglas Vascular Center. I understand that it is my responsibility to provide the center with **TWO** working, reliable phone numbers, so I can be contacted concerning my medical procedure. Douglas Vascular Center will make very attempt to contact me the day before my appointment to verify my scheduled time. In the event that contact cannot be made with me due to one of the following:

- My phone number has been changed
- My unavailability to receive phone calls at the time of the call
- My phone is not in proper working order
- My phone cannot receive calls or voicemails

I **clearly** understand that my appointment **WILL** be immediately re-scheduled to a later date.

If I have not received a call from Douglas Vascular Center, or have received a voicemail, I understand that it is my responsibility to contact the center before 4:00 p.m. the day before my appointment or my appointment will be rescheduled. Should I arrive at Douglas Vascular Center on the date of my appointment and have not made contact with Douglas vascular Center, I understand that my appointment **WILL NOT** for any reason be performed that day.

I have verified the **two** phone numbers below and acknowledge that they are reliable numbers for me to be contacted.

1. \_\_\_\_\_
2. \_\_\_\_\_

**If I have any questions, I will contact Douglas Vascular Center at 912-384-0322.**

\_\_\_\_\_  
\_\_\_\_\_  
Patient Signature

Date

\_\_\_\_\_  
In Take Signature