

CANCELLATION AND NO SHOW POLICY

We have a waiting list for new patients as well as a full schedule of ongoing patient care appointments. To maximize efficient clinic operation, we make every effort to minimize last minute appointment cancellations. Out of respect for our professional staff and for patients waiting to see our optometrist, we adopted these policies effective 02/22/2019.

CANCELLATION

We ask for a 24-hour notice of cancellation of your scheduled appointment. Failure to notify in advance will result in a \$30 dollars charge payable at your next scheduled appointment. We recognize that emergencies do occur and will determine when and if fees will be waived.

NO SHOW

Any no show for a scheduled appointment will be charged \$40 dollars per occurrence. This cannot be billed to your insurance and will be due at the time of your next appointment.

ILLNESS

Please do not come to your appointment if you are sick. We make every effort to provide a clean and healthy environment by not exposing staff and patients to infectious conditions. Anticipate your condition and plan 24-hours in advance for your appointment.

Thank you for helping us to be efficient in our scheduling and consideration of others.

Signature: _____

Date: _____