

Aspen Creek Family Medicine

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LATE TO APPOINTMENT POLICY

If you arrive 15 minutes late or more to your appointment you will likely be asked to reschedule unless the physician’s schedule can still accommodate you. Priority will be given to the patients who arrive on time and you may have to be worked in between them. This may mean you will have a considerable wait. If this is not convenient for you, you may choose to reschedule. One or two late patients cause the entire daily schedule to fall behind. This is an inconvenience to everyone. We strive to see every patient as close to their appointment time as possible.

NO SHOW POLICY

Our office charges \$50 for non-cancelled missed appointments. If you are unable to keep a scheduled appointment you must cancel your appointment with a 24 hour notice. We do understand that emergencies and issues arise and you may be unable to allow for the appropriate notice. Should this happen, please contact our office and we will address each situation separately.

I, _____ DOB: _____ , understand the above policy and agree to comply or understand that I will be billed directly for the \$50.00 for each non-cancelled missed appointment.

Print Name

Signature

Date: _____