

APPOINTMENT POLICIES

For your convenience, we offer a range of appointment times. Our office hours are:

Monday	8:30-1:00, 2:00-6:00
Tuesday	8:30-12:00, 1:00-5:00
Wednesday	Closed
Thursday	8:30-12:00, 1:00-5:00
Friday	7:30-2:00

When we schedule your appointments, this time is reserved exclusively for you. We try faithfully to respect your valuable time by seating you promptly. In return, we ask that you arrive promptly at your scheduled time. If you arrive early, we offer a variety of beverages while your wait.

We do understand that your schedule may change unexpectedly. In this case, we ask that you call us **at least 24 hours in advance** of your appointment so that we may reschedule you promptly. In the event that you do not show up for a scheduled appointment, we reserve the right to make an appropriate charge. Broken appointments result in increasing fees and a shortage of appointments for those patients in pain. Again, we ask that you are courteous to our staff and your fellow patients by giving us at least 24 hours notice when you will not be able to keep your scheduled appointment.

I have read and understand the above appointment policies. I agree to abide by the appointment conditions listed above.

SIGNATURE

DATE: _____