



Appointment/Cancellation/No Show Policy

Appointments

Office visits are by appointment only. Please call 678-812-9817. Plan to arrive 10 minutes early for your appointment. Patients who are late for any appointment may be asked to reschedule at the doctor's discretion.

Cancellations

We would like to thank you for being a patient in our office. We value all our patients and strive to provide the best possible care in the most comfortable setting. Please understand that when we schedule your appointment, we are reserving time for your needs. We kindly ask that if you must cancel or change an appointment, please give us at least 24 hours' notice. This courtesy makes it possible to give your reserved time to another patient who needs it, as we normally have a wait list. If this is not possible, call as soon as you can so that another patient can be given your appointment time.

Missed Appointments (Non-Cancelled)

We understand that occasional missed appointments can occur for a variety of reasons. When you miss an appointment without canceling, someone else who could have been seen in your place is delayed unnecessarily. We track missed (non-cancelled) appointments. A "No Show/Late Cancellation" is defined as missing an appointment without cancelling at least 24 hours in advance. There will be a charge for a missed non-cancelled appointment. The \$50 charge will be in addition to any other charges you may have incurred. After your 2nd "No Show/Late Cancellation" you may be required to pay for your appointments in advance. No refund will be given.

Payment

Payment is due in full at the time of service unless other approved payment arrangements have been made.

PRINT PATIENT NAME

SIGNATURE

DATE

1246 Concord Road SE, Suite B-200, Smyrna, Georgia 30080
