



Client # _____

New Client Set Up Fee

New clients will be required to pay a non-refundable, new client set up fee (per patient scheduled). This will be applied to the patient's exam on the day of the visit. This deposit fee will be forfeited if the client fails that appointment. (See policy below) If the appointment is canceled and rescheduled with more than 24 hours' notice, the setup fee(s) will be applied to the new appointment(s) exam fee and the failed appointment policy will apply to the rescheduled visit.

Established Client Failed Appointment Fee

Established clients who fail to appear for an appointment will receive a call to reschedule the appointment. Should the client fail a second appointment, our office will require a non-refundable deposit for the exam fee prior to scheduling the next visit and all future visits (per patient scheduled). This deposit fee will be forfeited if the client fails that appointment. (See policy below) If the appointment is canceled and rescheduled with more than 24 hours' notice, the deposit fee(s) will be applied to the new appointment(s) exam fee and the failed appointment policy will apply to the rescheduled visit(s). Deposit required can be removed if no more occurrences happen after 3 non-failed appointments in a row and a minimum of 6 months.

Failed Appointment Policy

If you are unable to keep your scheduled appointment, we require 24 hours' notice. Failed appointments disrupt the schedule and prevent a sick or painful patient in need from being seen during that time.

A failed appointment includes cancellation on short notice (less than 24 hours prior to your scheduled appointment time), failing to arrive at the office for your appointment, or arriving past your scheduled appointment time.

We try to do our very best to be respectful of your time and we appreciate the same courtesy in return. Thank you!

Client Name: (Printed) _____

Client Signature: _____

Date: _____