

## **APPOINTMENT POLICY**

We understand that sometimes you may need to reschedule an appointment. When we make your appointment, please understand that you are reserving time to see the doctor. This courtesy makes it possible to provide our patients with the most efficient and effective service. If you need to reschedule an appointment, please call our office at least 24 hours in advance.

Conway Dermatology Clinic policy states: If an appointment is not canceled at least 24 hours in advance or the patient fails to show up for an appointment there will be a minimum fee of \$50 per occurrence.

This fee is the patient's responsibility and is not filed to insurance. If you have any questions concerning this policy, please discuss it before signing.

Patient or Guardian Signature \_\_\_\_\_

Date: \_\_\_\_\_