



2516 Samaritan Drive Ste I | San Jose CA, 95124 | (408) 356-8201

SCHEDULING POLICY

Trying to accommodate every patient's individual needs and work schedules can be difficult. But we do our best. We work very hard to stay on schedule so as to minimize your waiting time in our office.

A scheduled appointment is a commitment of time between the Doctor and the patient. We have reserved that time **JUST FOR YOU**. When appointments are missed or cancelled, that time is lost.

We ask that when you schedule your treatment, you make every effort to keep that commitment. We understand that personal emergencies do arise, and we always take that into consideration.

But if you cannot keep your scheduled appointment, a **48 hour notice** will allow us to schedule another patient in need of treatment.

*It is now our policy that with **less than 48 hours** notice on a change of commitment, a **charge** will be considered and could be applied to your account.*

If you have any questions regarding this or any of our policies or procedures, as always, we are more than happy to discuss them with you.

Thank you for your understanding and cooperation.

Print Name _____

Signed _____ Date _____

FOR OFFICE USE

Best number to call _____ Best time to call _____

Text _____

Email _____