

MISSED APPOINTMENT AGREEMENT

Dr. Roberts and her staff value your time and reserve your appointment time just for you. We ask for at least **48 hours** advance notice for cancelling or rescheduling an appointment; otherwise, a **\$55 fee** may be assessed to your account.

Note: All cancellation fees must be paid prior to scheduling another appointment.

The treatment that is planned for you is specific to you. It is important for you to keep the scheduled dates and times to properly complete your treatment. ***A broken appointment is a loss to three people—the patient who missed the valuable time, the patient who could have taken the valuable time; and the doctor who was fully staffed and prepared for the appointment.***

We regret this policy is necessary and appreciate your cooperation in notifying us ***at least 48 hours*** prior to your reserved appointment time, if it cannot be kept.

(Printed name of patient or patient's representative/guardian)

Date

(Signature of patient or patient's representative/guardian)

(Relationship to Patient)