

## **Appointment Policy**

**We reserve the appointment time especially for you. We strive to serve you with minimal delays. In order to keep to our schedule for the benefit of all our patients we ask you to please be prompt for your appointments.**

**We accept cancellations with a minimum of 24 hours of advanced notice by phone. (i.e. call before 3PM the day before a 3PM appointment)**

**If you do not cancel your appointment greater than 24 hours in advance it is considered a failed appointment.**

**Failed appointments will result in a \$50 charge to your account.**

**If you have two or more failed appointments in a 12 month period you may not be allowed to schedule further appointments.**

**For questions regarding this policy please speak to the office staff or call 847-918-0001.**

**Thank you for your cooperation!**