



Appointment Confirmation / Late Arrival Policy

In our efforts to ensure the greatest possible appointment availability and to strive to see patients at their scheduled appointment time our office has implemented the appointment confirmation and late arrival policy below.

- Our practice utilizes an automated text/voicemail reminder system to confirm appointments. This helps us ensure that patients are able to keep and cancel their appointments in a timely manner to allow the greatest possible availability to all of our patients. I agree to allow SPC to send me appointment confirmations via text/voicemail.
- If a patient arrives more than **5 minutes** late for any appointment, the appointment may need to be rescheduled. This is to ensure that the patients who arrive on time are not waiting longer than necessary to see their provider. Our office will try to accommodate those patients who arrive late as best as possible, without compromising the quality and timely care provided to our other patients.
- New patients are asked to arrive at least 15 minutes prior to the scheduled appointment to complete all necessary paperwork. If a new patient's paperwork is not completed in a timely manner upon arrival, we may need to accommodate other patients who arrive on time.

We truly appreciate your understanding regarding this matter as we strive to continue to provide quality medical care to our patients.

Signature of Patient

DOB:

Signature of Legal Guardian

Date: