

Appointment Policy

Recently we have experienced an increase in patient walk-ins, being late, or even missing their appointments without calling. Effective September 1, 2009, we have implemented the following appointment policy.

To insure time for addressing your concerns, all patients are seen by appointments. Because we know your time is valuable we try to adhere to the appointment schedule as closely as possible. On occasions waiting time may be lengthened by unforeseeable circumstances. We appreciate your patience in these situations.

Same Day Appointments/Walk-ins

We offer same day appointments for established patients, We ask that you call as early in the day as possible to make an appointment. You will be offered our first available appointment or our last available appointment time that day. We will try to accommodate your schedule, however we cannot guarantee the appointment time will be your first choice.

Missed/Late Appointments

Missed appointments represent a cost to the clinic, to you, and to other patients who could have been seen in the time allotted for your visits. We understand unforeseen circumstances can arise after appointments have been made. We ask you call at least two hours prior to your appointment to cancel/reschedule.

When a scheduled appointment is missed, a charge of \$25.00 will be applied to your account. This fee will have to be paid before your next appointment.

Arriving late for your appointment also extends the waiting time for other patients. When you are going to be late please call so we can schedule accordingly. If you arrive more than 10 minutes late this may cause us to cancel your appointment and you will be charged a missed appointment fee.

I acknowledge that I have read/received a copy of the Appointment Policy of Abundant Health. I understand I may be responsible for a missed appointment fee of (\$25.00) should I fail to comply with the policy guidelines.

Patient Name	Responsible Party	Date
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Abundant Health Chiropractic, Lee W. Hodge, D.C.
797 Teal Drive, Conway, AR 72034 (501) 329-2774

Acct. # _____