



Dear Valued Patient,

Thanks to you, we have become very busy and are starting to see an increase in patient flow, with the increase in new patients we have come upon some scheduling issues that we are trying to address. We are asking for a courtesy call or email before stopping by to be seen, to make sure that we can get you in, in a timely manner. We are also having patients fail to call and let us know that they cannot make their appointment times. While we understand that things occasionally happen, we would appreciate the notice so that we may give those appointment times to other patients. As of October 1, 2014 we are putting a new policy in place for all patients that fail to call, or show up for their appointment. Patients will now lose a shot for any appointment missed without a 24 hour notice. Thanks for your cooperation in helping us to better serve you.

Sincerely,

Management

X _____
Patient Signature