



Our staff works hard to offer you an appointment that is convenient for you. If circumstances prevent you from keeping your appointment, please call the office at least **24 hours in advance** to reschedule.

- In the event that you neglect to notify us 24 hours in advance or miss your scheduled appointment, a **\$25 fee** may be applied to your account. You are responsible for paying this fee prior to your next scheduled appointment
- In the event that you incur **three (3)** documented **“no-shows”** and/or **“same-day cancellations”** you may be subject to dismissal from The Sleep Specialists.

Please understand that our policy is in place to assure that we maintain a superior standard of care for all of our patients. If you miss multiple appointments, we cannot provide you with the level of care that we would expect to give all of our patients. Additionally, missed appointments prevent us from caring for other patients that may need our services at that time.

Print Name: _____ DOB: _____

Sign: _____ Date: _____

Witness: _____