

DEANNA L. INLOW, DPM

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NO SHOW / TARDY POLICY / CELL PHONE USE POLICY

NO SHOWS- Please be advised that you must call and cancel your appointment at least 24 hours prior to your appointment time if you are unable to keep your appointment. If you do not provide adequate notice of cancellation or do not show up to your appointment, you may be charged a \$75.00 “No Show fee”. This fee is not covered by insurance and therefore will be your responsibility.

TARDY FOR ESTABLISHED PATIENTS- As a courtesy to other patients, we ask that you arrive on time to your appointment. If you arrive more than 15 minutes late, we may ask you to reschedule your appointment.

TARDY FOR NEW PATIENTS- We require that new patients arrive 15 minutes prior to their appointment time to allow enough time to complete the registration process. If you arrive **at** your scheduled appointment time, you may be asked to reschedule your appointment.

CELL PHONE USE- As a courtesy to other patients, we ask that you set your cell phone ringer to vibrate or silent while in the office and should you need to use your phone, please step outside to engage in your conversation.

I have read and understand the above policies of the practice, and I agree to the terms.

Signature

Date

Print Name