



# CHEARS

## HEARING CENTER

**AUDIOLOGY AND HEARING AID SERVICES**

### **“Broken Appointments” Policy**

We will make every effort to accommodate your scheduling needs. In return we ask that you help us by keeping your scheduled appointments, and by notifying us in advance if you are unable to do so. We currently have a waiting list for appointments and when you give us advance notice of appointment changes this helps us accommodate other patients. We appreciate your consideration.

Please read and sign our policy as indicated below:

**“BROKEN APPOINTMENTS” POLICY: PATIENTS WHO FAIL TO ARRIVE FOR THEIR CONFIRMED SCHEDULED APPOINTMENTS WITHOUT PRIOR NOTIFICATION TO OUR OFFICE MAY BE CHARGED A SCHEDULING FEE OF \$50.**

Please be kind enough to call, preferable 24 hours in advance if you need to cancel or reschedule an appointment.

Thank you for your assistance and courtesy towards our other patients.

\_\_\_\_\_  
Signature of patient or legal/personal representative

\_\_\_\_\_  
Relationship if other than patient

\_\_\_\_\_  
Patient's Name

\_\_\_\_\_  
Date