



Late Arrival Policy Effective 9/1/2021

Our staff aims to make your visit a pleasant experience. In an effort to ensure quality health care and minimize your wait time, our office has implemented a late arrival policy.

If a patient is more than **10** minutes late for an appointment, the appointment will need to be rescheduled. This is to ensure patients who arrive on time do not wait longer than necessary. You may be given the option to wait for another appointment time on the same day if one is available. We will try to accommodate late arrivals if possible, but cannot guarantee same day appointment availability.

All new patients need to arrive at the office at least **15** minutes prior to the scheduled appointment to complete paperwork. New patients are encouraged to print, complete and bring new patient paperwork found on our website to their scheduled appointment.

We truly appreciate your patience, understanding and compliance to this policy. We look forward to serving you. Please address any question or concerns to the Practice Administrator, Karen Winford at 910-678-0100.