



Office Appointment Policies

Scheduling:

Please call **603.724.2297** to schedule your appointment. Early morning and late afternoon slots go first, so please plan accordingly. Our schedule is by appointment only.

We ask that you please arrive 15 minutes early to your first appointment to allow time to register. Please complete the registration paperwork prior to your appointment and have this ready when you arrive to facilitate registration. For follow-up appointments, we ask that you arrive at least 5 minutes early to allow time to check in and arrange for payment.

Appointment Time:

Please understand that your scheduled appointment time is reserved just for you. We understand there may be a situation out of your control that causes you to be late for your appointment.

In such a case, our policy is as follows: If the schedule permits us to squeeze you in without major interruption to our other patients, we will be happy to do so. However, if the schedule does not allow, we will work with you to reschedule your appointment ASAP.

Confirmation:

When you call to schedule your appointment, please write the appointment date and time down somewhere where you will remember it. Please note that this time has been especially reserved for you, and no-shows or last-minute cancellations are unfair to the Doctor, staff, and other potential patients. We appreciate your understanding.

For your convenience, we offer an automated email appointment confirmation if you wish to leave your email address.

Cancellations:

We require at least a **24-hour notice** to **cancel** or **reschedule** any appointment. For Monday appointments, we ask that you call the Friday prior. This allows us some time to try to offer another patient the allotted time. As this is a service business, if we do not book a patient into that slot, it is lost revenue.

Please note that you will be charged for any missed appointment without 24-hour notice. Thank you for your cooperation.