

AUBURN MEDICAL GROUP, Inc.

OFFICE POLICY REGARDING MISSED APPOINTMENTS

Effective 09/20/2006

We enjoy serving your medical needs and understand that sometimes things get in the way of the very best intentions. It is important that we communicate our concerns when missed appointments occur.

We understand that rescheduling is sometimes necessary. Our policy is that we require advance notice the business day prior to your appointment should you need to reschedule or cancel. This allows us time to offer that appointment to another patient.

We simply ask that for the benefit of others who are waiting for medical care, you please consider the importance of the time you reserve. It is never our desire to lose anyone from our care. However, in order to insure that missed appointments do not occur in the future, we are now updating the following policy:

- **1st Missed Appointment- A letter is mailed reminding of our policy.**
- **2nd Missed Appointment- A letter is mailed reminding of our policy.**
- **3rd Missed Appointment- Automatic dismissal from our practice.**

Thank you for your understanding and cooperation regarding this concern.

My signature below confirms that I have received a copy of this policy.

Patient Signature

Date

Print Name