



To Our Patients:

When we make your appointment, we are reserving a time slot for your particular needs. We ask that if you must change an appointment, please let us know at least 24 hours prior to your scheduled appointment. This courtesy makes it possible to give your reserved time slot to another patient who would like it. Late arrivals more than 30 minutes after the scheduled time will be considered a missed appointment.

**There is a \$25 charge for each missed appointment. This fee is billed directly to you and will not be paid by your insurance.**

**If you decide to schedule another appointment, all missed appointment charges must be collected in full prior to being seen by the Doctor.**

***Three repeated cancellations or missed appointments will result in loss of future appointment privileges.***

We feel that our patient's time is valuable and we ask for your assistance in helping us stay on time. Patients that arrive late compromise our ability to provide the best care possible to our patients in a timely manner.

Sincerely,

Valley Orthopedics

*13555 W McDowell Rd., Suite 302, Goodyear, AZ 85395  
9250 N 3<sup>rd</sup> St., Suite 2030, Phoenix, AZ 85020*

Tel: 623-882-1292 Fax: 623-882-8184