

## Dr. John K. Russell & Associates

### Appointment Policies

Thank you for choosing our office to provide services to you and/or your family member(s). So that you understand our appointment policies, we ask that you thoroughly read this form and sign it at the bottom if you agree. Should you have any questions, please discuss them with Dr. Russell when you see him.

You may make your appointments in one of two ways:

1. Call the day you wish to come in and we will be happy to see you if there is time available; or
2. Make a regularly scheduled appointment on an ongoing basis to assure that the time that works best for you will be reserved for you.

If you choose option two, your appointment time will be scheduled specifically for you. No one else will be given this appointment time. Therefore, it is important that you are aware of the following policies regarding your appointments.

Failure to keep a scheduled appointment or notify this office **48 hours in advance** of a cancellation will result in the following:

1. Dr. Russell's full fee will be charged to you for the appointment time you reserved.
2. No further appointments will be made for you until this payment is made.
3. Should you choose to make another appointment, you may call the morning of the date you wish to be seen and will be offered time on a space-available basis.

We appreciate your understanding of these policies. Dr. Russell's schedule is very full and failure to keep a scheduled appointment prevents others from having the opportunity to make an appointment.

Your signature below signifies your acceptance of these terms and conditions.

---

*Print Name*

---

*Signature*

---

*Date*