



Dear Valued Patient,

Thanks to you, we have become very busy and are seeing an increase in patient flow, with the increase in new patients we have come upon some scheduling issues that we are trying to address. We are asking for a courtesy call or email before stopping by to be seen, to make sure that we can get you in, have enough meds and in to be seen in a timely manner. We are also having patients fail to call and let us know that they cannot make their appointment times. While we understand that things occasionally happen, we are now requiring a 24-hour notice. Patients who fail to call, or show up for their appointment will now lose a shot for any appointment missed. Thanks for your cooperation in helping us to better serve you.

Sincerely,

Management

X _____
Patient Signature