



Dr. Steven P. Sikalis · Dr. Stephen J. Harney · Dr. Christopher A. Karalekas

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## Office Policies revised as of June 4, 2018

### **APPOINTMENT CONFIRMATIONS**

Confirmations will be done via phone, text and/or email within one week then two days of your scheduled appointment. Appointments are in high demand. In the event you do not respond we will consider your status as a cancellation and give another patient the ability to have access to your scheduled appointment and we will gladly reschedule your appointment to a time and day that is most convenient to you.

*\*Please confirm your contact information with the receptionist.*

### **NO SHOW POLICY/CANCELLATION OF AN APPOINTMENT**

A failure to present at the time of a scheduled appointment will be recorded in your medical chart as a "No Show". In order to be respectful of the medical needs of all our patients please be courteous and call if you are unable to attend your appointment so that we can reallocate the appointment to another patient. We will gladly reschedule your appointment to a time and day that is most convenient to you.

### **LATE POLICY**

A failure to arrive after a timely matter may result in cancellation or rescheduling your appointment.

*"We are a family oriented practice dedicated to providing the most advanced and comprehensive eye care to all of our patients. Our team of professionals is committed to creating a unique experience to each individual that we see. We believe in going above and beyond to achieve our goal of improving the lives of our patients through the best eye care possible." – Advanced Eye Care Associates*

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Patient Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_