

**Scot Laurie, MD, PA**  
**2460 N I-35 East**  
**Suite 220**  
**Waxahachie, TX 75165-2269**

## No Show, Missed Appointment Office Policy Form

When our office schedules your appointment, we are setting aside a dedicated time slot just for you. We kindly request that if you must reschedule your appointment, that you please provide us with at least 24 hours notice. This courtesy makes it possible to give your reserved time slot to another patient, allowing us to better accommodate patients waiting for appointments.

There is a charge of 50.00 per visit for not showing up for the scheduled appointments without prior notification.

\*Repeated cancellations or missed appointments will result in loss of future appointment privileges.\*

Every patient in our practice receives a unique appointment time. We do not double book appointments. When your appointment is made, a time is reserved, your materials ordered, and we make special arrangements to be ready for your visit. With an exception for emergency treatment for another patient, you can expect us to be prompt. We, of course, would appreciate the same courtesy from you.

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### Credit card appointment reservation form

Please take notice. The card that is provided below will be charged on the day of your scheduled appointment only if your appointment is not cancelled with the requested 24 hour notice policy.

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Credit Card #

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Card Type

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Expiration Date

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CC Security Code(3 digits) Amex Sec 4 digits

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Patient Signature

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Patient Name

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Date