

Clinic Late Arrival and Appointment Preparation Policy

To ensure efficient operations and provide timely care for all our patients, we have established the following policy regarding appointment arrival times:

- **Early Arrival Requirement:** Patients are required to arrive **20 minutes prior to their scheduled appointment time** to allow for check-in, completion of necessary paperwork, and any required payments.
 - *Example:* For a 1:00 PM appointment, patients must arrive by **12:40 PM**.
- **Late Arrival Policy:** If a patient arrives **after their scheduled appointment time**, they may be asked to **reschedule** their visit.
 - Rescheduling will be determined based on the clinic's schedule and availability at the time of arrival.
 - While we will do our best to accommodate late arrivals, we cannot guarantee that a provider will be available.

This policy helps us respect the time of all patients and ensure everyone receives the quality care they deserve. We appreciate your understanding and cooperation.