

Effective April 1, 2002

Due to the number of broken appointments, we will be charging a broken appointment fee to those patients who fail to give 24-hour notice for cancellations. The fee will be \$25 for each appointment missed.

We will do our best to call and confirm every appointment, but please do not depend on this courtesy. If we fail to reach you, it is your responsibility to keep your appointment. Also, make sure to keep us up to date on any changes in work or personal telephone numbers.

Thank You,  
Dr. Olszewski and Staff

I have read and understand the above notice.

Name \_\_\_\_\_ Date \_\_\_\_\_