## **Healthy Living Dallas**

## **New Patient Appointment Deposit Policy**

At Healthy Living Dallas we work hard to be able to schedule your new patient appointment in a timely manner. We understand that our patients are eager to begin once you have made the decision to make health a priority and to learn more about taking steps to achieve health. In order to ensure minimal wait time to schedule a new patient appointment at our clinic we will begin collecting a deposit of \$100 at the time of scheduling for new patient appointments. This deposit will be returned in full at the time of the new patient appointment. Please note that it is our office policy that if a patient arrives more than 15 minutes late for a new patient appointment that the appointment will be considered a missed appointment. Our office cancellation policy allows for cancellations with a complete refund if cancellation is made by phone, at least 24 hours in advance of appointment start time. Failure to arrive in a timely manner for your new patient appointment or lack of cancellation by phone, with a minimum of 24 hours notice will be cause for forfeiting deposits. We take your journey to health very seriously and would like to help you achieve your health goals in a timely manner. If you have questions regarding our new patient appointment deposits please feel free to call our office and speak with our clinical director.

This policy will be effective January 7, 2016.