



Thank you for choosing Denver Tech Dermatology Associates for your care. Our goal is to provide quality medical care in a timely manner, and we do our best to keep waiting time to a minimum. In order to help the clinic run smoothly, please familiarize yourself with our scheduling and cancellation policies outlined below.

Scheduling Policy

Please bring your insurance card to each visit and be prepared to pay your co-pay at the time of service, if applicable. We ask that you arrive on time for your appointment to verify and or update your information. Because we respect every patient's time if you are 10 minutes late for your appointment and do not call, you may be asked to reschedule.

Cancellation Policy

We understand that circumstances sometimes require you to miss an appointment. If it is necessary to cancel or reschedule your appointment, we require that you notify us at least two (2) business days in advance. If appropriate notification is not given, you will be charged a fee (outlined below) and re-scheduling must be coordinated with our Office Manager directly. Repeated late cancellations and/or no-shows may result in our request that you find another practice more suited to your needs for flexibility.

Fees

Office Visit	Fee		Cosmetic Procedures	Fee
Same Day Cancellation	\$50		Same Day Cancellation	Loss of deposit
No Show	\$50		No Show	Loss of deposit

These Policies allow us to maximize appointment availability for all of our patients. Our automated scheduling system will remind you of your upcoming appointment as long as your contact information is up to date, but it is your responsibility to make sure you have your upcoming appointment on your calendar.

Patient Name: _____

DOB: _____

Patient Signature: _____

Date: _____