



Late Arrival Policy

Our doctors, medical assistants and staff aim to make your visit a pleasurable one.

If a patient is more than **10 minutes** late for an appointment, the appointment may need to be rescheduled.

This is to ensure that the patients who arrive on time do not wait longer than necessary to see the provider. You may be given the option to wait for another appointment time on the same day if one is available.

New patients are asked to print off new patient paperwork from our website or have elected to have the new patient paperwork mailed to you ahead of your appointment.

New patients need to arrive at the office at least **15 minutes** prior to the scheduled appointment to complete the paperwork. If a new patient's paperwork is not completed in a timely fashion upon arrival, we may need to accommodate other patients who arrive on time. If there is not an appointment to work you back in, we will need to reschedule.

The doctors and staff at Latham Dermatology truly appreciate your compliance and understanding with this policy so that we can continue to provide excellent medical care as well as excellent customer service.

Patient/Guarantor

Signature/Acknowledgement _____/_____

Signature

Date