



## ***LUPO CENTER for AESTHETIC and GENERAL DERMATOLOGY***

***Mary P. Lupo, M.D.***

### **APPOINTMENT/DOCUMENT POLICY**

In an effort to help keep appointments running smoothly and in a timely manner, the following policies have been implemented. Please completely read the policy before signing. If you have any questions, they may be directed to our business office staff.

- For first office visits, please arrive 15-20 minutes early. New Patient forms must be completed prior to seeing the doctor. These forms are also available on our website at [www.drmarylupo.com](http://www.drmarylupo.com) under Lupo Center Appointments if you wish to complete prior to your office visit.
- If you are unable to make your appointment, please call in advance to cancel. **Failure to do so will result in a \$50.00 “No Show” fee.**
- Any time that you will be late for an appointment, please call to inform us. If you are running more than 30 minutes late, you may be asked to reschedule if our schedule is tight. We will always try to accommodate as we all run late sometimes.

Appointment times reflect the health issues provided to the receptionist at the time the appointment is scheduled (i.e., is the visit for acne, a mole check, a surgical procedure or a consultation regarding a specific skin and/or cosmetic concerns?). Lengthy delays result from patients asking for additional time to address issues other than those originally scheduled. Please be considerate of those waiting.

The Lupo Center is committed to timely appointments, so we appreciate your cooperation and understanding on these matters.

Patient's name: \_\_\_\_\_ Date: \_\_\_\_\_  
(please print)

Signature of Patient or Legal Guardian: \_\_\_\_\_