

INTEGRATED DERMATOLOGY OF GLENS FALLS

Integrated Dermatology at Glens Falls

Late Arrival Policy

New Patients: There are three options to complete the required paperwork. Online registration does not replace the new patient paperwork required.

-It is available to print from our website, IntegratedDermatologyatGlensFalls.com, all of the forms located under the Patient forms tab. You may bring it with you and arrive 15 minutes early for your appointment.

-Have the paperwork mailed to you. Plan to arrive 15 minutes prior to your appointment time.

-Complete the new patient paperwork in the office. Plan to arrive 30 minutes prior to your appointment time.

When the new patient paperwork is not completed in a timely fashion upon arrival, we will need to accommodate other patients who arrive on time. If you arrive at the time of your appointment without your paperwork completed, you will be provided with a 10-minute grace period to complete.

Established Patient: If an established patient is **15 minutes** or more late for an appointment, the appointment will need to be rescheduled.

The providers and staff truly appreciate your compliance and understanding with this policy so that we may continue to provide you with an excellent patient experience.

Patient/Guarantor _____ Date _____