



**Michael Gallaway OD, FCOVD, FAAO**  
PEDIATRIC OPTOMETRY & VISION THERAPY

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## **Cancellation Policy for New Patient and Follow-Up Appointments**

Thank you for your interest in our practice. We ask that you call our office by 9:00 AM the day of your appointment if you are unable to keep your New Patient or Follow-Up appointment. We understand that illnesses or unforeseen circumstances may make it necessary to cancel an appointment, but we ask that you give us enough notice so that we can offer the appointment to another patient on our waiting list.

There will be a \$75 charge for any appointments that are missed without notification or when cancelled after 9:00 AM on the day of the appointment. If you reschedule and complete the appointment, we will offer you a credit in that amount. Thank you for your cooperation in this matter.