



Our APPOINTMENT POLICY

Office of Dr. David C. Kolbaba & Associates

Your personal **schedule of care** is carefully and lovingly designed for your specific health needs by **Dr. David C. Kolbaba**. Therefore, it is important that you schedule regular appointments according to this schedule. Our patient schedule fills up quickly and to best reserve optimal appointment times, please utilize our **10-Card Program**.

As a courtesy to our patients, appointments will be confirmed by one of our **Front Desk Coordinators 48 hours** in advance of your appointment. We understand there are circumstances in life that make it necessary to change appointment times. Please notify our office **48 hours** before your appointment to make any changes. If calling after office hours, please leave a message on our voicemail. **You will be charged 50% of the appointment fee, if we do not hear from you before this 48 hour period.**

It is important to **reschedule your missed appointments** within the same week to maintain your recommended schedule of care. **Health Coach appointments will be scheduled four times a month.**

Your optimal health is our goal and together we can make a difference in your life!