

**VINCENT F. SAYAN, M.D., LLC**

General and Laparoscopic Surgery

134 Holiday Court  
Suite 300  
Annapolis, Md 21401

Phone (410) 224-4404  
Fax (410) 224-2675

**NOTICE OF OFFICE POLICIES**

**When you are scheduled for an appointment we have set aside time to address your questions and concerns. Therefore, it is essential that all patients arrive at their scheduled time. Should you arrive more than fifteen (15) minutes late for your scheduled appointment time without prior notice to our office, your appointment will be rescheduled to the next available opening which is not guaranteed to be the same day.**

**Our office requires three (3) business days notice of canceling an appointment and a \$50.00 fee will be charged for all regular scheduled appointments that are missed. There are exceptions to this policy.**

**Our office requires (7) business days notice of canceling a surgery appointment and a \$100.00 fee will be charged for all surgery appointments that are missed. There are exceptions to this policy.**

**Please sign at the bottom stating that you have read, understand and accept this policy.**

**Patient/legal Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Patient's Printed Name** \_\_\_\_\_ **Date** \_\_\_\_\_