



William Beaumont University Hospital Behavioral Health
3535 W. Thirteen Mile Road
Suite 240
Royal Oak, MI 48073
Office: 248-551-1200
Fax: 248-551-1249

Dear Patient:

To allow all patients access to timely medical care, we ask that you arrive on time for your appointment. If you arrive 15 minutes after your appointment time, you may be asked to reschedule as this is considered a missed appointment. As a courtesy, we provide you with a reminder phone call prior to your appointment. We require that you call us at least 24 business hours prior to your appointment if you need to cancel or reschedule. If you do not call to reschedule or cancel your appointment, we will consider this a missed appointment.

If you miss your appointment, we will follow up with you to reschedule your appointment. Patients who miss three or more appointments may be required to schedule only same day appointments (per availability) or be discharged from the practice at the discretion of the provider. New patients who miss two appointments may be restricted from scheduling future appointments.

Signed,
CHWBUH Behavioral Health

I acknowledge this policy within Outpatient Behavioral Health – Beaumont Medical Group.

Patient Name (Printed)

Patient Signature

Date