

## TELEPHONE REMINDER RELEASE

Carolina Psychiatric Services, P.A. uses an automated telephone reminder system to remind patients of upcoming appointments as a courtesy. Calls are made two working days (Sunday thru Thursday) prior to the appointment during the hours of 6 pm to 9 pm to the designated phone number below except on holidays. The automated system will try 5 times to play the message. Follow the instructions given or hang up. (If there is no option chosen, the appointment will not be cancelled.) The next morning all calls will be reported whether it was answered/disconnected, busy, answering machine, played/no response, confirmed or cancelled. Please call the office the next morning if there any questions. Our office telephone hours are Monday thru Thursday 8:30 am to 5 pm. Our answering service is for emergency calls only, they will not take messages. Appointments not cancelled with at least one working day before the appointment will be charged to your account.

I would like to receive a courtesy telephone reminder call at \_\_\_\_\_.  
(phone number)

\*Please note that this release will apply to any future changes to your phone information.\*

Print name: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_