

**J. MICHAEL PUTMAN, M.D. & ASSOCIATES**  
ADVANCED GYNECOLOGIC ENDOSCOPY

3600 GASTON AVE.  
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(214) 823-2692  
(214) 887-8244 FAX

**NEW PATIENT DEPOSIT**

Dr. Putman & Associates **require a \$100.00 deposit.** We want our new patients to understand the reason for this.

We have a large number of new patients who would like to be seen by our doctors and we make every effort to schedule each one as soon as possible. When someone fails to keep a new patient appointment without prior notice, we are unable to schedule someone else in that time slot.

We have found that a financial commitment keeps no shows and last minute cancellations to a minimum. **It's our policy to require a deposit of \$100.00 in order to hold your appointment.** A credit card number may be given at the time the appointment is made or you may mail a check or money order. **We must receive the deposit within 5 business days of receipt of this packet. If we do not receive a deposit, your appointment will be automatically cancelled.**

If you fail to cancel your appointment **3 business days prior to your appointment**, we will process the charge or deposit the check or money order. **Your deposit will not be processed if you keep your appointment or cancel within 3 working days prior to your scheduled appointment .**

In the "memo" or "for" space in the lower left corner of the check, please write in the date of your appointment.

Please mail a check or money order to Dr. J. Michael Putman  
3600 Gaston Ave  
Barnett Tower Suite 502  
Dallas, Texas 75246

Or phone our office with a credit card number: (214)823-2692 ext. 111

Thank you for understanding this policy.