



**CANCELLATION POLICY/NO SHOW POLICY
FOR DOCTOR APPOINTMENTS & PROCEDURES**

1. Cancellation/No show for Doctor appointment

- a. We understand that there are times when you miss an appointment due to emergencies or obligations for work or family. However, when you do not call to cancel an appointment, you may be preventing another patient from getting much needed treatment. Conversely, the situation may arise where another patient fails to cancel, and we are unable to schedule you for a visit, due to a seemingly "full" appointment book.

If an appointment is not canceled at least 24 hours in advance you will be charged a \$50.00 fee; this will not be covered by the insurance company. A patient who is a no show more than three(3) times is dismissed from the practice.

2. Scheduled appointments

- a. We understand that delays can happen however we must try to keep the other patients and doctors on time.

If a patient is 15 minutes past their scheduled time we will have to reschedule the appointment.

Patient Name print _____

Patient or Legal Guardian Signature _____

Date _____