

CANCELLATION AND NO-SHOW POLICY FOR APPOINTMENTS AND SURGERY

1. Cancellation/ No Show Policy for Appointments

We understand there are times when you must miss an appointment due to emergencies or obligations for work or family. However, when you do not call to cancel an appointment or do not show for 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 cancelled at least one business day in advance you will be charged a thirty-five-dollar (\$35) fee. This will not be covered by your insurance company, and you will be responsible for payment of these charges.

2. Cancellation/ No Show Policy for Surgery

Due to the large block of time needed for surgery, if your surgical appointment is not cancelled at least two business days in advance, you will be charged a one-hundred and fifty-dollar (\$150) fee. This will not be covered by your insurance company, and you will be responsible for payment of these charges.

3. Scheduled Appointments

We understand that delays can happen. However, we must try to keep the other patients and providers on time. **If a patient arrives more than 10 minutes past their scheduled time, we will reschedule the appointment. Please note: We cannot accept cancellations via voicemail.**

4. Payment of Fees

You must pay any incurred fee(s) prior to scheduling your next appointment. If you are already scheduled for an appointment at the time a fee is incurred, you may keep the appointment, but no additional appointments will be scheduled until payment is received.

Print Name: _____

Patient Signature: _____

Date of Birth: ____/____/____

Today's Date: ____/____/____