



CANCELLATION AND NO SHOW POLICY

We understand that situations arise in which you must cancel your appointment. It is therefore requested that you call and cancel your appointment at least 24 hours in advance. This will enable another person who is waiting for an appointment to be scheduled in that appointment slot. With cancellations made less than 24 hours notice, we are unable to offer that slot to other people.

Office appointments which are **cancelled with less than 24 hours notification may be subject to a \$25 cancellation fee.**

Patients who do not show up for their appointment without a call to cancel an office appointment or procedure appointment will be considered a NO SHOW. Patients who **“No-Show” will be charged a \$35 fee.**

The Cancellation and No Show fees are the sole responsibility of the patient and must be paid in full before the patient’s next appointment.

We understand that special unavoidable circumstances may cause you to cancel within 24 hours. Fees in this instance may be waived but only with management approval.

Our practice firmly believes that a good physician/patient relationship is based upon understanding and good communication. Questions about cancellation and no show fees should be directed to management.

Your signature below indicates that you have read, understand and agree to this Cancellation and No Show Policy.

Patient Printed Name

Patient Signature

Date