

MISSED APPOINTMENT AND CANCELLATION POLICY

AS A COURTESY TO OUR PATIENTS, THE OFFICE STAFF CONFIRMS APPOINTMENTS UP TO 48 HOURS IN ADVANCE. IN TODAY'S WORLD, UNPLANNED CIRCUMSTRANCES ARISE FOR ALL OF US. WE RECOGNIZE THIS FACT BUT WE RESPECTFULLY REQUEST THAT YOU CANCEL YOUR SECHUDLED APPOINTMENT PRIOR WITH A MINIMUM OF 24 HOURS FOR REGULAR OFFICE VISITS AND 48 HOURS FOR SURGICAL VISITS. THIS ALLOWS US TO SCHEDULE MORE EFFICIENTLY AND REDUCE WAIT TIME.

I UNDERSTAND THAT IF I DO NOT CANCEL BY THE DEADLINE I WILL BE ASSESSED A:

- \$25 FEE FOR A FIRST MISSED OFFICE VISIT APPOINTMENT
- \$50 FEE FOR A SECOND OR MORE MISSED OFFICE VISIT APPOINTMENT
- \$200 FEE FOR A MISSED OUT PATIENT SURGICAL APPOINTMENT
- \$150 FEE FOR A MISSED IN OFFICE SURGICAL APPOINTMENT

THESE FEES ARE NOT COVERED BY INSURANCE CARRIERS OR MEDICARE AND WILL BE YOUR RESPONSIBILITY TO PAY AT THE TIME OF YOUR NEXT VISIT. OUR AIM IS TO OPEN OTHERWISE UNUSED APPOINTMENTS AND KEEP A TIMELY SCHEDULE FOR OUR PATIENTS, NOT TO COLLECT MISSED APPOINTMENT FEES. PLEASE NOTE, MORE THAN 3 APPOINTMENTS MISSED WITHIN A 12 MONTH PERIOD MAY BE CAUSE FOR DISMISSAL FROM THE PRACTICE. YOUR COOPERATION AND CONSIDERATION ARE GREATLY APPRECIATED.

I HAVE READ AND AGREE WITH THE ABOVE MISSED APPOINTMENT AND CANCELLATION POLICY:

SIGNATURE	PATIENT NAME(PRINTED)	DATE
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GUARDIAN SIGNATURE	NAME(PRINTED)	DATE
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