

# CANCELLATION AND MISSED APPOINTMENT POLICY

Dear patient:

We try earnestly to offer friendly and timely service that accommodates your needs. Our goal is always to offer the earliest and most convenient appointment for you. To achieve this goal, we need to live with some rules. Many of you wait anxiously for your turn and we want to make that wait as short as possible. Please understand this policy benefits everyone. Help us be available for you.

## OFFICE APPOINTMENTS

**No fee** will be assessed when an appointment is cancelled or re-scheduled **48 hours or more** in advance.

When an appointment is “missed” (no show) without any notification or **when an appointment is cancelled with less than 48 hours notification, the following fees will apply**

- ➔ **\$200.00** for appointments made for any office procedures and office surgeries
- ➔ **\$50.00** for any other appointments

## HOSPITAL OR OUTPATIENT SURGERIES

**No fee** will be assessed for surgeries cancelled or re-scheduled with **more than 3 days in advance**.

For surgeries cancelled or re-scheduled less than 3 days in advance will be subject to a \$300.00 fee.

## GENERAL CONSIDERATION

If an appointment is rescheduled with less than 48 hours notice or missed more than 3 times in a period of 6 months, the office will offer the contact information of other practitioners that might better suit your schedule.

I HAVE READ AND UNDERSTAND THESE POLICIES AS WRITTEN ABOVE

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**Signature**

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**Print Name**

**Date**