



Cancellation Policy/No Show Policy for Doctor Appointments and Surgery

1. Cancellation/No Show Policy for Doctor Appointment

We understand that 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, 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 24 hours in advance you will be charged a fifty-dollar (\$50.00) fee; this will not be covered by your insurance company.

2. Scheduled Appointments

We understand that delays can happen however we must try to keep the other patients and doctor on time. **If a patient is 15 minutes past their scheduled time, we have the right to reschedule the appointment.**

3. Cancellation/No Show Policy for Surgery

Due to a large block of time needed for surgery, last minute cancellations can cause problems and added expenses for the office. If surgery is not cancelled at least 5 days in advance, unless there is a compelling reason (eg. acute illness), you will be charged a seventy-five-dollar (\$75.00) fee; this is not covered by your insurance company.

4. Account Balances

We will require that patients with self-pay balances, insurance deductibles and co-pays do bring their account balance to zero (0) prior to receiving further services by our practice. Patients who have questions about their bills or would like to arrange a payment plan may call and speak to a business office representative who can address their concerns.

Patients with balances over \$100.00 must make payment arrangements prior to future appointments being made.

Print Patient Name: _____

Date: _____

Signature of Patient/Guardian: _____

Date: _____