



Cancellation and No Show Policy

This policy has been established to help us serve you better.

We understand that situations arise in which you must cancel your appointment. It is therefore requested that if you must cancel your appointment, you provide more than 24 hours' notice. This will enable other patients to take that appointment time. Office appointments which are cancelled with less than 24 hours' notice may be subject to a cancellation fee.

Patients who do not show up for their appointment and don't call to cancel will be considered a NO SHOW. After the first no show, the patient will be subject to a fee which will be due at the time of scheduling your next appointment. Fees will increase if there are more than one NO SHOW.

The practice reserves the right to discharge a patient for any reason. Please note that discharges may occur for failure to meet your obligations under this document. In addition, because of care quality consideration, the practice may discharge you for failure to comply with treatment plan(s) as outlined by your practitioner.

A charge of \$25.00 will be assessed for each no show or late cancellation office visit appointment if less than 24 hours notice is given.

A charge of \$50.00 will be assessed for each no show or late cancellation office visit appointment if less than 24 hours notice is given the second time.

A charge of \$75.00 will be assessed for each no show or late cancellation office visit appointment if less than 24 hours notice is given the third time.

A pattern on non-cancelled missed appointments may result in discharge from the practice.

Signature: _____

Date: _____