



**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 may be charged a fifty dollar (\$50) 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 doctors on time. **If a patient is 15 minutes past their scheduled time we will have to reschedule the appointment.**

3. Cancellation/ No Show Policy for Surgery

Due to the 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 3 business days in advance you will be charged a seventy five dollar (\$75) fee; this is will not be covered by your insurance company.**

4. Account balances

Patients with balances over \$100 must make payment arrangements prior to future appointments being made.

_____/____/____

Print Name Patient Signature Patient/Guardian Date

Patient Account # _____

(Office Use Only)