
Print Patient Name

Date of Birth

Missed Appointment Policy

We want to thank you for choosing us as your healthcare provider. In an effort to give you and all of our patients the best possible care we request that you review our policy regarding missed appointments.

A missed appointment is when you fail to show up for an allotted appointment time, without a phone call or cancellation notice of at least 24 business hours. Please remember that we have reserved appointment times especially for you. Therefore, we require at least a 24 (business) hour notice in order to reschedule your appointment. This will enable us to offer your cancelled appointment time to other patients. If you are unable to keep your scheduled appointment time, please call our office at least 24 (business) hours in advance in order to avoid a missed appointment fee. **This fee is not covered by your insurance and would be due upon check-in at your next appointment.** Your phone call is critical in helping us provide continuous care to all of our patients. ***Appointments scheduled and cancelled on the same day are subject to fees.*** If you fail to give us 24 (business) hours' notice, you will be charged the following fees:

- Doctor's Visit - \$35.00
- Nurse or Lab Visit - \$15.00

Initials

I understand that I will no longer be allowed to schedule appointments after my 3rd Missed Appointment and will only be seen on a walk in basis.

I have read and understand the policy stated above:

Signature of Patient or Legal Representative

Today's Date

Printed Name of Legal Representative

Relationship