



MEDICAL APPOINTMENT CANCELLATION/NO SHOW POLICY

Thank you for trusting your medical care to Virginia Pulmonology and Critical Care LLC. When you schedule an appointment with Virginia Pulmonology and Critical Care LLC we set aside enough time to provide you with the highest quality care. Should you need to cancel or rescheduled an appointment please contact our office as soon as possible, and no later than 24 hours prior to your scheduled appointment. This gives us time to schedule other patients who may be waiting for an appointment. Please see our Appointment Cancellation/No Show Policy below:

- Effective immediately any established patient who fails to show or cancels/reschedules an appointment and has not contacted our office with **at least 24 hours notice** will be considered a No Show and charged a **\$25.00 fee**.
- Any established patient who fails to show or cancels/reschedules an appointment with no 24 hour notice a **second time** will be charged a **\$50.00 fee**.
- If a **second** No Show or cancellation/reschedule with no 24 hour notice should occur the patient will no longer be able to schedule an appointment with our practice.
- Any new patient who fails to show for their initial visit will not be rescheduled.
- The fee is charged to the patient, not the insurance company, and is **due prior to scheduling the appointment**.
- As a courtesy, when time allows, we make reminder calls for appointments. If you do not receive a reminder call or message, the above Policy will remain in effect.

We understand there may be times when an unforeseen emergency occurs and you may not be able to keep your scheduled appointment. If you should experience extenuating circumstances please contact our billing office for any questions or concerns at 276-783-1827.

I have read and understand the Medical Appointment Cancellation/No Show Policy and agree to its terms.

Signature

(Parent/LegalGuardian)

Relationship

Date

Printed Name