



Cancellation/Missed Appointment Policy

Our goal is to provide quality medical care to all our patients in a timely manner. No-shows, late arrivals, and cancellations inconvenience not only our providers, but other patients as well. When you book your appointment, you are holding a space on our calendar that is no longer available to other patients. In order to be respectful to your fellow patients, please call Dr. Bell’s office as soon as you know you will not be able to make your appointment. Appointments are in high demand, and your advanced notice will allow another patient access to that appointment time.

How to Cancel Your Appointment:

To cancel appointments, **please call (562) 981-2355 during our normal business hours** (Monday-Thursday 9am-12pm & 2pm-5pm, Friday 9am-12noon). If necessary, you may leave a detailed voicemail message. We will return your call as soon as possible.

Late cancellation / No-Show Policy:

If you fail to provide **24-hour notice** when cancelling an appointment, we will charge a **\$25.00 missed appointment fee for the first missed appointment, and a \$50.00 missed appointment for any subsequent appointments missed**. This payment can be made via cash, check, or credit card. No further services will be rendered until the payment is received.

_____ I understand this policy and authorize Maurice A. Bell, M.D., INC to assess cancellation/no-show fees according to the above outlined policy.

_____ **Patient Signature**

_____ **Date**