

# **Emerald Coast Cancer Center**

## **Appointment Guidelines**

Since providing quality treatment for all our patients, in a timely manner is a major focus of our practice philosophy, and because last minute cancellations can cause hardships for many individuals, we would like to clarify our appointment guidelines. It is our sincere hope you will accept these guidelines and join us in our efforts to provide quality time for you and each value patient in our practice.

1. Please give us a 24 hour notice to cancel an appointment otherwise there is a \$25 cancellation fee. If you have an emergency please let us know and we will see if we can waive the fee. If you consistently miss an appointment or cancel at the last minute we will have no choice but to disengage you from the practice.
2. Patients who habitually do not show up for appointments may be required to pay reservation fee to make future appointments.
3. Patients who are fifteen (15) minutes late to a scheduled appointment may not receive all scheduled treatment and / or may be asked to reschedule the entire appointment.

I have read and understand the above information listed.

**Patient Signature:**

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**Patient Name:**

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**Date:**

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