



Late Cancellations of Appointments/No-Show

When you do not show up for a scheduled appointment, it creates an unused appointment slot that could have been used for another patient. We understand that emergency situations occasionally arise where you are unable to keep your appointment and adequate notice is not possible. These situations will be considered on a case-by-case basis.

It is necessary for us to make appointments to see our patients as efficiently as possible. No-shows and late cancellations of appointments can cause a significant burden to our patient care and practice.

"No-show" is when a scheduled appointment is missed without notice.

"Late Cancellation" is when a scheduled appointment is cancelled less than 24 hours in advance.

If for any reason you cannot keep your scheduled appointment, please notify our office at least 24 hours in advance so that we can accommodate other patients.

- First occurrence:
 - No-Show: our office will call to remind you of the missed appointment and reschedule your appointment at that time if you choose to do so.
 - Late Cancellation: our office will be sure to remind you of our policy.
- Second occurrence, there will be a \$35 charge to your account.
- Three consecutive occurrences, the practice may terminate our relationship with you.

It will be at the physician's discretion as to discharge you from the practice or not. If the physician chooses to discharge you from the practice, you will receive a letter disengaging you from the practice, giving you 30 days to establish care with another physician.

Therefore, we ask that you make every effort to show for your appointment and if you need to reschedule or cancel, please notify our office as soon as possible.

Thank you for your cooperation and understanding

Patient: _____ Date: _____
Signature