

## OFFICE VISIT CANCELLATION POLICY

This policy has been established to help us better serve our entire patient population. Scheduled appointments allow us to see our patients as efficiently as possible. No-shows and late-cancellations cause problems that go beyond a financial impact on our practice. When an appointment is made, it takes an available time slot away from another patient. No-shows and late-cancellations delay the delivery of health care to other patients, some who are quite ill.

A "no show" is missing a scheduled appointment without notice to the clinic.

A "late cancellation" is canceling an appointment without 24-hour advanced notice.

We understand that situations such as medical emergencies occasionally arise when an appointment cannot be kept, and adequate notice is not possible. These situations will be considered on a case-by-case basis.

A charge of \$25.00 will be assessed for each no-show office visit appointment.

Please understand that insurance companies consider this charge to be entirely the patient's responsibility. We appreciate your cooperation.

