



## **Appointment Cancellation/No Show Policy**

### **1. Cancellation/ No Show Policy for Doctor Appointment**

We understand that there are times when you must miss an appointment due to emergencies or obligations for work or family. However, when you do not call to cancel an appointment, you may be preventing another patient from getting much needed treatment.

Conversely, the situation may arise where another patient fails to cancel and we are unable to schedule you for a visit, due to a seemingly “full” appointment schedule. If an appointment is not canceled at least **24 hours in advance** for office visits **48 hours in advance for procedures and surgeries**, you will be charged a **fee**; this will not be covered by your insurance company.

### **2. Scheduled Appointments**

We understand that delays can happen however we must try to keep the other patients and doctors on time. If a patient is **15 minutes** late, we may have to **reschedule** the appointment.

### **3. Office Visit Missed Appointment Fee**

More than one **No show** within 12 months → **\$25.00**.

### **4. Procedures and Surgeries Missed Appointment Fee**

Missed ultrasound → **\$75.00**

Missed RFA Scheduled consult/procedure fee → **\$150.00**

Missed MRI fee → **\$75.00**

Missed surgery fee → **\$250.00**

This notice is effective as of January 1, 2021.

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Print Name Patient

\_\_\_\_\_  
Signature Patient/Guardian

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Date