



**Cancellation/No-Show Policy**

**A “no-show” appointment is defined as missing an appointment without cancelling at least 24 hours before the scheduled time.**

**We understand that occasionally missed appointments occur for various reasons. When you miss an appointment without canceling, someone else who could have been seen in your place is delayed unnecessarily. If you are unable to keep your scheduled appointment, it is our policy that you must cancel and/or reschedule your appointment at least 24 hours PRIOR to your scheduled appointment time.**

**Reminder calls for appointments are a courtesy only. Patients are responsible for remembering their scheduled appointments.**

- I understand that I will be charged a no-show fee of \$50 if I fail to show up for my scheduled appointment.
- Due to the large block of time required for surgery or procedures, last minute cancellations cause problems and added cost to the office. I understand that I will be charged a no-show fee of \$100 if I fail to cancel my surgery or procedure at least 3 days in advance.
- I understand that a no-show fee is not covered by my insurance and I will be financially responsible.
- I understand that if I have a card on file, my card on file will be charged if I fail to show up for my appointment. If I have paid \$150 deposit in lieu of placing a card on file, a no-show fee will be taken from my deposit if I fail to show up for my scheduled appointment.
- I understand that multiple offenses may result in being discharged from our practice by your provider.

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Signature of Responsible Party

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Date

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Relationship to Patient