



LATE ARRIVAL, CANCELLATION AND NO-SHOW POLICY

Our providers do their best to run on-time. We ask that you check-in 15 minutes early for all appointments so we can keep our providers on time for you and other patients. If you are ten or more minutes late, you may be rescheduled.

We understand that situations arise in which you must cancel your appointment. It is therefore requested that if you must cancel your appointment you provide more than 24 hours notice. Office appointments which are cancelled with less than 24 hours notification may be subject to a **\$50.00** cancellation fee. EMG and BOTOX cancellations require 48 hours advance notice, without notification you may be subject to a **\$75.00** cancellation fee. No show fees need to be paid prior to scheduling the next appointment.

Patients who do not show up for their appointment without a call to cancel or reschedule will be considered as **NO SHOW**. Patients who No-Show two (2) or more times in a 12 month period, may be dismissed from the practice thus they will be denied any future appointments. Patients may also be subject to a **\$50.00 NO-SHOW FEE**.

The Cancellation and No-Show fees are the sole responsibility of the patient and must be paid in full before the patient's next appointment.

We understand that special unavoidable circumstances may cause you to cancel within 24 hours. Fees in this instance may be waived but only with your provider's approval.

Our practice firmly believes that good physician/patient relationship is based upon understanding and good communication. Questions about cancellation and no-show fees should be directed to the Billing Department.

Please sign to indicate that you have read, understand and agree to this Late Arrival, Cancellation and No-Show Policy.

Patient Name (Please Print)

Date of Birth

Signature of Patient or Patient Representative

Date