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## **CANCEL and NO-SHOW POLICY**

Our goal is to provide quality healthcare to all of our patients in a timely manner. Please be aware of our policy regarding missed appointments.

**Cancellation** – When you schedule your appointment you are holding a space in our calendar that is no longer available to another patient. In order to be respectful of your fellow patients, please call the office as soon as you know you will be unable to keep your appointment. We require this notification at least 24 hours before your appointment time. Appointments are in high demand and your advance notice will allow another patient access to that spot. You may also call and leave a message on our voicemail. We will return your call as soon as possible to reschedule.

**Late Cancellation and No-Show** – A cancellation is considered late when the appointment is cancelled less than 24 hours before the appointment time. A no-show is when a patient missed the appointment without calling to cancel. In both cases, the patient will be charged for the appointment. If we receive notification less than 24 hours in advance, we will do our best to fill that spot with someone on the waiting list. If we are unable to fill that spot on short notice, we will bill you for the missed appointment.

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Signature of Policy Acceptance

\_\_\_\_\_  
Date