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### **NO-SHOW/LATE CANCELLATION POLICY**

This policy has been established (effective April 22, 2015) to help us serve you better.

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. This will enable for another patient who is waiting for an appointment to be scheduled in that appointment slot. With cancellations made less than 24 hours notice, we are unable to offer that slot other patients.

Appointments which are cancelled with less than 24-hour notification may be subject to a \$25.00 cancellation fee. Surgery cancellations require at least 24-hours notice BEFORE YOUR SCHEDULED PRE-OP. PRE-OP typically occurs 5-7 days before the date of your surgery. **Failure to provide at least 24-hours notice BEFORE YOUR SCHEDULED PRE-OP will result in a \$50.00 cancellation fee.** \_\_\_\_\_ (initial here)

Patients who do not show up for their appointment without a call to cancel an appointment or surgery will be considered a **"NO-SHOW"**. **A charge of \$25.00 will be assessed for each no-show or late cancellation appointment if less than 24 hours is given.** \_\_\_\_\_ (initial here)

Patients who no-show three (3) or more times may be dismissed from the practice thus they will be denied any future appointments.

Cancellations and no-show fees are the sole responsibility of the patient and must be paid in full before the patient's next appointment.

**A charge of \$25.00 will be assessed for each no-show or late cancellation appointment if less than 24 hours is given.** \_\_\_\_\_ (initial here)

**A charge of \$50.00 will be assessed for each no-show or late cancellation surgery appointment if notice is NOT provided 24-hours BEFORE YOUR SCHEDULED PRE-OP.** \_\_\_\_\_ (initial here)

\*Exceptions made for emergencies.

By signing below, you acknowledge that you have received this notice and understand this policy.

\_\_\_\_\_  
Patient Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Patient Name (Print Name)