

Cancellation Policy/No Show Policy  
For Doctor Appointments and Surgery

**1. Cancellation 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 book.

**If an appointment is not cancelled at least 24 hours in advance you will be charged a thirty-five dollar (\$35) fee; this will not be covered by your insurance company.**

**2. No Show Policy for Doctor Appointment**

Patients who do not show up for their appointment without a call to cancel an office appointment 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.

**If a patient is considered a No Show you will be charged a thirty-five dollar (\$35) fee, this will not be covered by your insurance company.**

**3. Cancellation/No Show Policy for Surgery**

Due to the large block of time needed for surgery, last minute cancellations can cause problems and added expenses for the office and hospital.

**If surgery is not cancelled at least 5 days in advance you will be charged a seventy-five (\$75) fee; this fee will not be covered by your insurance company.**

Cancellation and No-Show fees are sole responsibility of the patient and must be paid before the patients next appointment. We understand that special unavoidable circumstances may cause you to cancel without a 24-hour notice. Fees in this instance may be waived with management approval.

\_\_\_\_\_  
Print Patients Name

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

\_\_\_\_\_  
Date

Patient HICN # \_\_\_\_\_  
(Office Use Only)