

No Show Policy

To ensure that we are able to provide timely access for all patients to our providers, it is necessary for you to notify the office within 24 hours in advance to reschedule or cancel an appointment. Any patient who fails to arrive for a scheduled appointment without canceling the appointment at least 24 hours prior will be considered a “no show.”

No Show Policy Procedures:

1. First no show appointment you will receive a phone call letting you know that you missed your appointment. There will be a \$50 charge for the time slot we were not able to fill. *No show fee must be paid before re-scheduling appointment*
2. Second no show appointment you will receive a phone call letting you know that you missed your appointment. There will be a second \$50 charge for the time slot we were not able to fill. *No show fee must be paid before re-scheduling appointment*
3. Third no show appointment you will receive a phone call letting you know that you missed your third appointment. You will receive a third \$50 charge for the time slot we were not able to fill. *No show fee must be paid before re-scheduling appointment*

Please note that insurances, including Medicare and Medicaid do not cover this fee.

After the third no-show, it will be at the physician’s discretion as to whether a discharge letter will be sent out disengaging you from the practice. This means you will no longer be able to schedule appointments in our office.

Front office staff may exercise limited discretion in assigning “no shows” to account for special circumstances, such as hospitalization or other emergency.

I, _____ have reviewed the above policy.

Signature _____ Date _____