



## **No Show Policy for New and Established Patients**

If, for any reason, you are unable to keep your appointment, please call our office to reschedule or cancel at least 24 hours in advance, so that someone else may benefit from the appointment slot. The practice often has to turn new patients away because we just cannot see everyone. When a patient does not call and reschedule, it prevents another patient from benefiting from that time slot.

We have therefore, found it necessary to implement the following policy:

**FAILURE TO CALL TO CANCEL A NEW PATIENT APPOINTMENT WILL RESULT IN A \$50.00 CHARGE TO YOUR ACCOUNT.**

**FAILURE TO CANCEL AN ESTABLISHED PATIENT APPOINTMENT WILL RESULT IN A \$25.00 CHARGE TO YOUR ACCOUNT.**

These fees are not covered by any medical insurance.

Additionally, if a patient misses three (3) appointments without calling to reschedule or cancel 24 hours in advance, we will not offer any additional appointments to the patient. The patient's care will be transferred to another practice. We will ensure that this transfer is accomplished without disruption to ongoing treatment.

If you have any questions or concerns about this policy, please do not hesitate to contact us.