

This policy has been established to help us serve you better.

No-shows and late-cancellations cause problems that go beyond a financial impact on our practice. When an appointment is made, it takes an available time slot away from another patient. This policy is in effect to ensure that all of our patients have the opportunity to be seen in a timely manner.

We hand out appointment cards and send appointment reminders by phone call, text, and email. It is 100% the patient's responsibility to remember the date and time of their appointment.

A "no-show" is missing a scheduled appointment. A "late-cancellation" is canceling an appointment without calling us to cancel within 24 hours of an office appointment or 24 hours in advance of a procedure.

We understand that situations such as medical emergencies occasionally arise. These situations will be considered on a case by case basis.

A charge of **\$25.00** will be assessed for each no show or late cancellation office visit appointment if less than 24 hours notice is given.

A charge of **\$50.00** will be assessed for each no show or late cancellation procedure appointment if less than 24 hours notice is given. (Procedure appointments may include setting up a continuous glucose monitor.)

Please understand that insurance companies consider this charge to be entirely the patient's responsibility.

All money collected from no show and late cancellation fees will be donated to Toys for Tots: A program run by the United States Marine Corps Reserve which distributes toys to children whose parents cannot afford to buy them gifts for Christmas.

*Failure to sign this form and having more than one no show or late cancellation will result in patient dismissal.

Print Name: _____

Signature: _____

Date: ____/____/____