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**OFFICE VISIT MISSED APPOINTMENTS and CANCELLATION
POLICY**

Reserved appointment time in any physician office or procedure time in any hospital facility is limited and valuable. It is extremely important that all patients honor their reserved office/procedure appointment. Failure to do so deprives our other patients from receiving needed medical care in a timely fashion.

So that the facilities we work with, our staff, and our other patients will not be penalized by those who fail to keep scheduled appointments, our office stipulates that failure to give sufficient warning to keep scheduled appointments will be assessed as follows:

OFFICE VISITS

A scheduling fee of \$25.00 will be assessed on cancellations made within 24 hours of the scheduled office visits or a missed appointment.

PROCEDURES

A scheduling fee of \$50.00 will be assessed on cancellations or rescheduling occurring less than 48 hours before the procedure.

*Canceling on Friday for a scheduled procedure the following Monday would be considered less than 48 hours.

Patient Acknowledgement: _____ Date: _____

PT Received
