

NO SHOW POLICY

The following policy applies to patients who fail to keep their scheduled office visit appointment, procedure appointment or scheduled surgery appointment.

- Patients who fail to show for their scheduled appointment or did not notify the office within 24 hours of their scheduled appointment time, shall be subject to a “No Show” penalty of **\$25.00**. In the event of an actual emergency and prior notice could not be given, consideration will be given, and a 1 time exception may be granted.
- Patients who fail to show for their scheduled office procedure appointment or did not notify the office within 24 hours of their scheduled appointment time, shall be subject to a “No Show” penalty of **\$150.00**.
- Patients who fail to show for their scheduled surgery appointment or did not notify the office within 7 days in advance (if surgery scheduled on Monday, must cancel by the prior Monday) of their scheduled surgery appointment time, shall be subject to a “No Show” penalty of **\$150.00**. If cancelled by the physician as a medical necessity, then the patient is not subject to the “no show” charge. Insurance authorization denials are also an exemption of the penalty.

Patient Name (Please Print)

Relationship to patient

Patient Signature (Guardian if patient is a minor)

Date

Witness Signature