

1. CANCELLATION/NO SHOW FOR DOCTOR APPOINTMENTS

We understand that there are times when you must miss an appointment due to emergencies or obligations for work or family. However, when you do not call to cancel an appointment, you maybe preventing another patient from getting much needed treatment. Conversely, the situation may arise where another patient fails to cancel and we are unable to schedule you for a visit, due to a seemingly "full" appointment book.

If an appointment is not cancelled at least 24 hours in advance you will be charged a fifty-dollar (\$50.00) fee; this will not be covered by your insurance company.

2. SCHEDULED APPOINTMENTS

We understand that delays can happen however we must try to keep the other patients and doctors on time.

3. CANCELLATION/NO SHOW POLICY FOR SURGERY

Due to the large block of time needed for surgery, last minute cancellations can cause problems and added expenses for the office.

If surgery is not cancelled 24 hours in advance for the office and 3 days in advance for hospital or surgery center a seventy-five-dollar (\$75.00) fee will be charged. This will not be covered by your insurance company.

4. ACCOUNT BALANCES

We will require patients with self-pay balances to make a payment on their account prior to receiving further services by our practice. Patients who have questions about their bill or who would like to discuss a payment plan option may call and ask to speak to a business office representative with whom they can review their account and concerns. Patients with balances over \$100 must make payment arrangements prior to future appointments being made.

PRINTED PATIENT NAME

SIGNATURE PATIENT/GUARDIAN

DATE

PATIENT ACCOUNT # (FOR OFFICE USE ONLY)