



MISSED APPOINTMENT POLICY

We're glad you have chosen us to provide your medical care. If you miss your appointments, you compromise your care. Annual office visits are required for continuity of care and necessary evaluation of your medical care. Medical services will be held if you fail to schedule your annual visit. We want to remind you of our office policies regarding missed appointments.

A missed appointment is when you fail to show up for an appointment without a phone call or cancel without prior notification.

We strive to be on time for your scheduled appointment and ask that you give us the courtesy of a call when you are unable to keep your appointment. We have outlined our missed appointment policies below.

ROUTINE OFFICE VISITS

We require 24-hour notice for all Routine office visits otherwise a \$50 missed appointment fee will be charged.

1. 1st missed follow up appointment: We'll call and offer to reschedule your appointment. You may be charged a missed appointment fee of \$50.
2. 2nd missed follow up appointment: You will receive written notification of your missed appointment and be charged a fee of \$50.
3. 3rd missed follow up appointment: You will be charged an additional missed appointment fee of \$50. This may also result in a discharge from the practice.

NEW PATIENT, VENOM TESTING, RE-TESTING and COMPLEX OFFICE VISITS

We require 72-hour notice for all New Patient, Re-Testing and Complex appointments. A \$100 missed appointment fee will be charged if the patient does not provide a 72-hour notice. This allows us to use the appointment time for another patient.

Signature of Patient (or guardian if under 18 years of age)

Date

Printed Patient Name