

## Cancellation/No Show Policy

### Office Appointments

- We understand that there are times when you must miss an appointment due to an emergency or obligations for work or family. However, when you do not call to cancel an appointment you may be preventing another patient from getting much needed treatment.
- If an office appointment is not cancelled **within 24 hours** of your appointment time, you will be charged a fifty dollar **(\$50)** fee. This fee is NOT covered by your insurance company.

### Procedures

- Scheduling time for procedures requires planning and coordination between the staff, doctors, and the hospital. Since the schedule is often carefully planned to avoid delays and having patients taken care of in a timely fashion, it is important that you adhere to the schedule as arranged. Should you need to reschedule or cancel, please do so at least 7 days prior to your procedure.
- If a procedure is not cancelled **at least 7 days in advance**, you will be charged a one hundred dollar **(\$100)** fee. This fee is NOT covered by your insurance company.