



CANCELLATION AND NO SHOW POLICY

You must give 24 hours notice if you are unable to keep your scheduled appointment.

It is the policy of this clinic to require 24 hours advance notice for all cancellations to allow our staff to offer your appointment to another patient in a timely manner.

First Missed Appointment

A courtesy call will be made at the time of the missed appointment with a reminder of our missed appointment policy.

Second Missed Appointment

A courtesy call will be made at the time of the missed appointment and a \$25 charge will be applied to your account. The fee must be paid before your next appointment. This charge is not covered by insurance or attorneys. This is the patient's responsibility. Excessive missed appointments may result in dismissal from the practice.

Appeal Policy

You have the right to appeal the missed appointment fee by contacting our office at 972-429-4677.

I have read, understand, and agree to the information concerning the cancellation and no show policy.

Signature: _____

Date: _____