

**No-Show and Cancellation Policy**

As a courtesy to our patients we use Televox, an automated call service, to call scheduled patients two days before their appointment dates to remind them of their appointment date and time. It is your responsibility to ensure that we have your correct contact information and what phone number is your preferable contact number. We perform these calls as a courtesy to our patients so that you can inform us ahead of time if you will not be able to make your appointment so that we can offer that reserved time to another patient in need of an appointment.

Recognizing that appointment times are limited, we ask that you show consideration and provide 24 hour notice if you are unable to keep your appointment. We would like the option to offer that appointment to another patient who needs to see the doctor. If you have decided to switch to another provider, please let us know so we may notate the chart.

This document serves as notice that if you fail to give us a 24 hour notice of cancellation, there will be a \$25.00 no show fee billed to your account that is not covered by your insurance. You will bear complete financial responsibility for this fee.

Thank you for your help in making us as efficient and effective as we can be for our patients.