

Important Information about our appointment cancellation policy

To our patients:

Please understand that an office visit requires the services of multiple clerical personnel and clinical staff to prepare for your visit. A surgery appointment requires extended professional time. Both visits require the service of an advanced practitioner or a physician. These are all costs absorbed by the practice when a patient does not arrive for an appointment or does not provide advance cancellation notification.

When patients **do** provide advance cancellation notification, the practice can accommodate other patients who are in need of medical attention. This also helps to minimize the wait-time when scheduling future appointments.

**Please be aware that there will be a fee charged to the patient when the patient:**

- Does not provide a 24 hour cancellation notice for office visits
- Does not provide a 48 hour cancellation notice for a surgical appointment
- Does not show for the scheduled appointment

**SAME DAY CANCELLATION OR NO SHOW FEES CHARGED:**

**OFFICE VISIT: \$20**

**SURGERY: \$60**

**FYI: Future appointments will not be made until the fee is paid**

Office efforts:

An answering service is available to receive your cancellation message during nonbusiness hours. Please call **724-774-5255** (which is available 24 hours a day/ 7 days a week).

Patients are provided an appointment card upon leaving when future care is scheduled in the office.

As a courtesy, this office will also call several days in advance to remind patients of their upcoming appointment. We ask that each patient maintains a current contact number with the office and that the contact number has an available voice-mail box which accepts messages.

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I have read the above information and understand the conditions.

Patient name: \_\_\_\_\_

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Signature

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Date

*To receive a copy of this notification, please notify the office staff.*