

## NO-SHOW & LATE CANCELLATION POLICY

We pride ourselves in providing extra time for the personal attention each patient deserves. We respect your time and make every effort to keep you from waiting. As a result, your appointment time in this office is reserved exclusively for the patient.

If you are unable to make an appointment, please notify the office 24 hours prior to the scheduled appointment. We reserve the right to charge patients who do not reschedule with adequate notice or fail to keep their scheduled appointments. In the event of an actual emergency where prior notice could not be given, CCOFS will review the case and may grant a one-time exception. We have therefore implemented the following policies regarding no-shows and cancellation appointments.

If you are 15 minutes late to your scheduled arrival time, you may be considered a No Show. A \$50 no-show/cancellation fee will apply for an evaluation and management appointment. A \$150 no-show/cancellation fee will apply for procedure appointments. No future appointments can be scheduled, nor can records be transferred without the payment of the fee. If you are classified as a no-show/cancellation three times in a 12-month period, you may no longer be able to schedule appointments with CCOFS.

Thank you for your understanding and adherence to this policy.

**By signing below, you are acknowledging that you have read and understand the above no-show/cancellation policy and that a no-show/cancellation fee will be your responsibility.**

***If you have further questions or concerns, please let us know before signing.***

\_\_\_\_\_  
Patient Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date