

GAFFAR SYED, M.D. P.A.

Late Cancellation and Missed Appointment Policy

Due to the increasing number of patients that either no-show their scheduled appointments or those who give less than a 24-hour notice for cancellation, we have been forced to initiate a NEW late cancellation/missed appointment policy. This policy will apply to all patient, new and established.

If necessary, to cancel or reschedule your appointment please contact our office 24-hours in advance. This can be done by phone at (301)698-9444 or on our patient portal. We will call you to remind you of your appointment 24-hours in advance. Cancellations can also be done during these reminder calls.

In the event that a cancellation is not given with 24-hour notice, a fee of \$30.00 may be assessed for an office appointment. These fees are NOT covered by your insurance and are the responsibility of the patient.

In addition, if two (2) or more appointments are missed consecutively, we respectfully reserve the right to terminate our relationship with the patient.

If a patient does not comply with the policy and/or refuses to pay the late cancellation/missed appointment fee, the patient hereby grants permission for Gaffar Syed, M.D, P.A, to seek payment for above mentioned fees.

I have read the late cancellation/missed appointment policy. I understand the above policy and have been afforded the opportunity to ask questions regarding the policy.

Signature _____

Date _____