



EFFECTIVE 10/15/2018

Canceled/Rescheduled/No-Show in Office Appointments

Each patient scheduled to be seen will receive a confirmation call/text/email at least 48 hours prior to their appointment date and time. The patient is asked to follow the prompt or instructions within the message to confirm/cancel/reschedule that appointment. For any appointments canceled less than 24 hours prior to scheduled time, there is a **\$50 late cancellation fee** that will be billed to the patient after verification of confirmation attempts has been made. In the event the patient ***no-shows/misses an office visit***, there will be a **\$100 no-show fee** charged to the patient's account which must be paid prior to scheduling future appointments. For all office procedure appointments that are canceled less than 24 hours prior to their procedure time, there will be a **\$150 fee** charged to the patient for that reserved procedure time. **This fee must be paid prior to rescheduling the procedure.**

Surgeries in Hospital/Ambulatory Surg Center

If you are unable to keep a scheduled surgery appointment, please notify us at **least seven (7) business days** in advance. ***If you fail to provide us with seven (7) business days' notice of cancellation or fail to keep your scheduled surgery, we reserve the right to charge you a \$350.00 fee.*** If you have surgery in a hospital or an outpatient surgery center, you will receive a bill from us representing the surgeon's fee. Your surgery may require an assistant surgeon to be involved in your case and there may be a fee for that surgeon. In addition, you likely will receive separate bills for services rendered by the facility, anesthesiology, and possibly radiology and pathology. Please be sure that you understand your insurance coverage and benefits prior to undergoing surgery.

Print patient name

Date

Patient Signature