

## Intermountain Spine & Orthopaedics

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Dear Patient

We missed you at your scheduled consultation today at Intermountain Spine and Orthopaedics. Our office is dedicated to providing excellent and timely medical services for our patients in need. As a result, we maintain a very busy schedule. When a patient scheduled for an office visit fails to attend the appointment, time is lost where we could have provided services to another patient. For this reason, we contact you reasonably a few days before your visit to confirm the appointment. This is to ensure you get the services needed or schedule changes when necessary. To respect our patients and staff, we maintain a strict no-show policy. If you fail to notify our office no less than 24 hours of a cancellation on your second missed visit, a new referral will be necessary after a 90 day period. You will also be assessed a \$25.00 no-show fee prior to your appointment.

We realize situations arise that may prompt a reschedule. However, this cannot happen if you do not contact us. In the future, we ask that you contact our office 24 hours before your visit or as soon as possible to make other arrangements.

Respectfully,

Intermountain Spine and Orthopaedics Staff