

# Cancellation/No Show Policy for Appointments & Procedures

## Cancellation/No Show Policy for Provider Appointments (MD, PA, NP)

We understand that there are times when you must miss an appointment due to emergencies or obligations for work or family. However, when you do not call to cancel appointment, you may be preventing another patient from getting much needed treatment. Conversely, the situation may arise when another patient fails to cancel and we are unable to schedule you for a visit.

If an appointment is not cancelled 24 hours in advance, you will be charged a \$25 fee. This fee will NOT be covered by your insurance or co-payment.

## Scheduled Appointments

We understand that delays can happen. However, we must try to keep other patients and providers on time. If a patient is fifteen (15) minutes past their scheduled time, we will have to re-schedule the appointment.

## Cancellation/No Show Policy for Procedures

Procedures require a large block of time, including EMG/EEG/Botox/Pain Injections. Last minute cancellations incur large expenses for office.

Procedure cancellations or re-scheduling require a 48 hour advance notice. If this policy is not observed, you will be charged a fifty dollar (\$50) fee. The charge will NOT be covered by insurance or co-payment.

## Account Balances

We will require that patients with self-pay balances pay the balance to zero prior to receiving further services at Midwest Neurology & Associates, P.C.

Patients who have questions about their bills or who would like to discuss a payment plan option may call a business office representative with whom they can review their account and concerns.

Patients with balances over one hundred dollars (\$100) must make payment arrangements prior to future appointments.

Print Patient Name

Patient or Guardian Signature

Date



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