 ***Columbus Foot & Ankle, P.C.***   Troy D Espiritu, DPM, FACFAS 1013 Centre Brook Ct Ste B Nicholas C Smith,DPM, FACFAS

 Columbus, Georgia 31904

 T: (706)653-5501 F: (706)653-5504

 **Late Cancellation/Missed Appointment Policy**

Our goal is to provide quality health care to all our patients in a timely manner. No-shows, late arrivals, and cancellations inconvenience the practice, but other patients as well.

**APPOINTMENT CANCELLATION**
When you book your appointment, you are holding a space on the provider’s schedule that is no longer available to our other patients. To be respectful of your fellow patients, please call Dr. Espiritu or Dr. Smith as soon as you know you will not be able to make your appointment.

**HOW TO CANCEL YOUR APPOINTMENT**
If cancellation is necessary, we require that you call at least **24 hours** in advance. Appointments are in high demand, and your advanced notice will allow another patient access to that appointment time. Should you need to cancel your appointment, please call the office at 706-653-5501 Monday through Thursday 8:00am to 4:30pm and Friday 8am to 11:30am. If necessary, you may leave a detailed voicemail and we will return your call as soon as possible.

**LATE CANCELLATIONS/NO-SHOWS**
A cancellation is considered late when the appointment is cancelled less than **24 hours** prior to your appointment and a No-show is when a patient misses an appointment without cancelling. We will charge the patient a $25 missed appointment fee.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, agree to the above terms of the late cancellation/missed appointment policy of Columbus Foot & Ankle, P.C and understand any cancellation fee’s must be paid in full prior to being seen by the provider.

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Signature Date