

Alpha Internal Medicine

Confirming appointments and No Show policy

Our patients care is our utmost concern here at AIM, therefore ,we do have to set policies in regards to your appointment. We have a confirmation system that can call, text, or email you to remind you of your upcoming appointment up to 4 days in advance. We ask that every patient inform our front office of your preference on how you would like to be notified.

We also ask that you do confirm, cancel, or reschedule your appointments by responding to this notification system or by calling and speaking to one of our front office staff members.

If you do need to cancel your appointment, it is our policy that you call 24 hours in advance to do so. If your appointment falls on a Monday or a day after our office is closed for 24hours (**ex: A holiday in the middle of the week**) you ***must*** cancel your appointment on the *business* day prior by noon.**(ex: your appointment is on a Monday, you must cancel by noon on the Friday preceding your appointment. Or Your appointment is a Thursday but our office is closed on the day before. You must call that Tuesday by noon to cancel.)** This will allow our office to fill your appointment slot.

Failure to call our office and cancel 24 hours before your appointment or by the above time for Monday/special occasion appointment requirements will result in a \$100 No Show fee.

Patient

signature _____

Date _____

