



## CANCELLATION AND NO SHOW POLICY

We understand that situations arise in which you must cancel your appointment. It is therefore requested that if you must cancel your appointment you provide more than 24 hours notice. This will enable another person who is waiting for an appointment to be scheduled in that appointment slot. With cancellations made less than 24 hours notice, we are unable to offer that slot to other people.

Office appointments which are cancelled with less than 24 hours notification may be subject to a **\$25.00** cancellation fee.

Patients who do not show up for their appointment without a call to cancel an office appointment are considered a **NO SHOW**. Patients who No-Show three (3) or more times in a 12 month period, may be dismissed from the practice, thus they will be denied any future appointments.

The Cancellation and No Show fees are the sole responsibility of the patient and must be paid in full before the patient's next appointment.

We understand that special, unavoidable circumstances may cause you to cancel within 24 hours. Fees in this instance may be waived but only with management approval.

HealthTexas believes that a good physician/patient relationship is based upon understanding and good communication. Questions about cancellation and no show fees should be directed to the clinic manager at \_\_\_\_\_.

***Please sign that you have read and understand this Cancellation and No Show Policy.***

Patient Name \_\_\_\_\_

Signature \_\_\_\_\_  
(patient/guardian)

Date \_\_\_\_\_