



Cancellation Policy/No Show Policy for Doctor Appointments and Procedure/Outstanding Balances

Cancellation / No Show Policy for Doctor Appointment

1. 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 an 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, due to seemingly "full" appointment book.

If an appointment is not cancelled at least 24 hours in advance you will be charged a fifty-dollar (\$50) fee; this will not be covered by your insurance company.

2. Scheduled Appointments: We understand that delays can happen however we must try to keep the other patients and doctors on time. If a patient is 15 minutes past their scheduled time, we will have to reschedule the appointment.

3. Cancellation/No Show Policy for Procedure
Due to limited space available for each patient to help manage their medical needs, last minute cancellations can cause problems and added expenses for the office.

If Procedure is not cancelled at least 24 hours in advance you will be charged a Hundred and Fifty-dollar (\$150) fee; this will not be covered by your insurance company.

4. Patients with outstanding balance on their account must make payment arrangements prior to their future appointments. Our practice representative will collect the full amount prior to receiving further services by our doctor. Patients who have questions about their account balance may contact our office at 713-955-3755. Our office hours are Monday to Friday 8-6pm.
Thank You.

Print Patient Name

Signature Patient/Guardian

____/____/____
Date